

**ADMINISTRATIVE CIRCULAR NO. 86**  
Office of the Deputy Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 6, 2009

**To:** Elementary, Middle, Atypical, Charter School Principals

**Subject:** OCILE PARTICIPATION SCHEDULE 2009-2010

**Department and/or  
Persons Concerned:** Principals, Vice Principals, and OCILE Site Contact Staff

**Due Date:** April 17, 2009

**Reference:** None

**Action:** Complete and return the attachment by due date.

**Brief Explanation:**

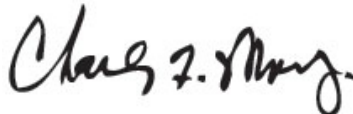
The scheduling of the 2009-10 Off-Campus Integrated Learning Experiences (OCILE) Program for Old Town, Balboa Park, and Palomar Outdoor School will begin soon. Your input is requested to better accommodate your school's needs.

Please consider your plans for next year and note on the attachment any special requests you have for your students' participation. The primary criteria used for grouping the schools are the ethnic and gender balance, along with the size of the groups attending each program. Other criteria utilized in development of the schedule are calendar considerations, equitable rotation during the STAR test window, and the needs and preferences of sites. We will make every effort to accommodate each school's requests. With this in mind, please know that sites may not always receive their requested date(s).

Complete the attachment and return to OCILE, Eugene Brucker Education Center, Annex 12, Attention: Adele Beck, or fax to (619) 725-7319 by April 17, 2009. Please direct any questions to Adele at (619) 725-7234.

Kirk Ankeney  
Executive Director  
Curriculum and Instruction

APPROVED:



Charles Morris  
Deputy Superintendent

KA:ab

Attachment

Distribution: Lists B, D and E

San Diego Unified School District  
Office of the Deputy Superintendent  
Curriculum and Instruction - OCILE

**OCILE SPECIAL REQUEST FORM FOR SCHOOL SITES  
2009/2010**

**PLEASE PRINT**

School \_\_\_\_\_ Loc. # \_\_\_\_\_ Phone \_\_\_\_\_

Principal \_\_\_\_\_ Email \_\_\_\_\_

OCILE Site Contact \_\_\_\_\_ Email \_\_\_\_\_

➤ How many students are you planning to send (approximate number) in 2009/2010?

Gr. 4 Old Town \_\_\_\_\_ Gr. 5 Balboa Park \_\_\_\_\_ Gr. 6 Palomar \_\_\_\_\_

➤ Parent Conference Dates for 2009/10: \_\_\_\_\_

➤ Program Improvement School? Y N What Year? \_\_\_\_\_

➤ Calendar: Traditional Year Round (circle one)

➤ Would you prefer all grades to be scheduled the same week if possible? Yes \_\_\_ No \_\_\_

➤ Do you have any seasonal concerns? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Do you have any special requests you wish to have considered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Our school would like to request the following week(s) be considered for participation by our students for the reason stated. I am aware that our request may not be accommodated due to conflicting scheduling requirements.

Old Town/week of: \_\_\_\_\_ Reason \_\_\_\_\_

Balboa Park/week of: \_\_\_\_\_ Reason \_\_\_\_\_

Camp Palomar/week of: \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**RETURN BY: APRIL 17, 2009**  
**To: Adele Beck**  
**Eugene Brucker Education Center, Annex 12**  
**OCILE**

**(619) 725-7234 Fax: (619) 725-7319**