

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** May 7, 2009

**To:** Principals and Vice Principals

**Subject:** SCHOOL CHOICE STUDENT PLACEMENT 2009-2010  
(PROGRAM IMPROVEMENT SCHOOL CHOICE [PISC],  
MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM  
[VEEP], AND OPEN ENROLLMENT PLACEMENT “WAIT” LISTS)

**Department and/or  
Persons Concerned:** Principals, Vice Principals, and Enrollment Personnel

**Due Date:** For the 2009-2010 school year

**Reference:** District Procedure Nos. 6127, 6135, 4262, and Board of Education reports: *Implementation Plan of Public School Choice under the No Child Left Behind Act, December 9, 2003* and *Update on Implementation Plan of Public School Choice under the No Child Left Behind Act, March 23, 2004*

**Action Requested:** Review, notify parent(s), enroll students as required by district process, and complete dispositions.

**Brief Explanation:**

The priority enrollment period for 2009-2010 PISC, Magnet, VEEP, and Open Enrollment (choice) applications closed on February 17, 2009. Enrollment Options will continue to accept applications for students “new” to the district (not enrolled) and for students whose families have a change of residence address. Based on all placement criteria as outlined on the 2009-2010 School Choice application, a random computer-generated number was assigned to all applications to determine school placement. Our Instructional Facilities office in conjunction with principals has determined the facility capacity by grade level at your school; Enrollment Options used this information to offer School Choice enrollment at each site.

By May 8, parents of students who were assigned their 1<sup>st</sup> priority school will have been mailed a letter (sample attached) confirming enrollment. Parents are instructed to call the school to confirm enrollment. We recommend that you call or send information to the parents on your lists to reconfirm acceptance and the dates your administrative staff has determined for enrollment at your school—preferably within two weeks from the date the letters were mailed.\* Should a parent **decline** this enrollment offer, remind the parent that there will be **only** this one offer of enrollment. Make disposition notes in the on-line lists as appropriate. If additional space becomes available at your site, contact us at [eoptions@sandi.set](mailto:eoptions@sandi.set). We will release the additional names, send letters for an offer of enrollment, and advise you accordingly. For assistance in accessing your on-line placement (wait) list, please call the Enrollment Options staff at (619) 725-7153 or email us at [eoptions@sandi.set](mailto:eoptions@sandi.set).

Note: When the 1<sup>st</sup> priority placements/acceptances have been confirmed, we will begin the 2<sup>nd</sup> priority placement mail notifications (then 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>) based on space available; the same process for notification and enrollment as described above and below will be repeated.

**\* Guidelines for Parent Notification and Student Enrollment**

Procedures for notification should not create barriers to the enrollment process. Requirements such as attendance at mandatory meetings are not allowed. Please provide enrollment notification and registration information in English and Spanish or other languages as needed. Be very specific in your conversation with parents as to the dates by which they must enroll at your site—at least a two week period. Advise parents of required documents necessary to complete the enrollment process. A follow-up telephone call may be necessary. Keep a record of all contact dates on your wait list (printed hard copy) and complete online dispositions. Completed dispositions provide the central office with important information and may allow additional student placements at your school.

- **Enrollment Form Updated**

The revised PK-12 Enrollment Form for 2009-10 and related documents are posted on the website in English, Spanish, Somali, Tagalog, and Vietnamese; Cambodian is available upon request. **Do not use any “old” stock on hand.** A New Federal Race and Ethnicity Data Collection and Reporting Requirement question has been added in section 9. In section “III CONTACT INFORMATION,” a “flag” has been added to identify a parent(s) and/or guardian(s) status as Active Military (AM). Also added is question #29. The changes have been implemented in Zangle.

- **Verify Student Name and Birthdate**

The “office only” box on the front side of the Enrollment Form asks staff to select the birth verification basis. **It is critical that the name and birthdate on the completed PK-12 Enrollment Form matches the document providing the verification.** Remind parent to bring a verification document at time of enrollment. Use the legal name of the student when enrolling in Zangle. “Nicknames” can be added in the AKA field.

- **Verify Addresses**

If a student is currently enrolled in the district, the information in the SIS and from the applications is assumed to be correct. However, the addresses provided by the families on the applications have not been verified. **It is important that all addresses be verified when enrolling students.** Remind parents to bring a “Proof of Residence” at time of enrollment.

- **Transportation**

A transportation application must be completed for each new identified Magnet “M”, PISC “P”, or VEEP “V” student you enroll in order to initiate transportation. Transportation applications are available on the district website. Please return the transportation forms to

the Transportation Department by June 5, 2009 to assure transportation for September.  
Transportation is **not** provided for students identified with a "C" (Choice).

Questions concerning this circular should be directed to the Office of Enrollment Options at  
(619) 725-7153.

Sandra Robles  
Manager  
Office of Enrollment Options

APPROVED:

A handwritten signature in black ink, appearing to read "Rich Cansdale", written in a cursive style.

Rich Cansdale  
Chief School Innovation and Choice Officer  
SR:jlk

Distribution: Lists B, D, E, and F