

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 24, 2017

To: Principals, Vice Principals, Counselors, Site Enrollment Staff

Subject: ENROLLMENT OPTIONS ONLINE APPLICATION FOR 2018-19 SCHOOL YEAR

Department and/or Persons Concerned: Principals, Vice Principals, Counselors, and Enrollment Staff

Due Date: October 2, 2017 through November 13, 2017

Reference: Education Code Articles 48209-48209.17, 48980
Board Policy F-2920, F-2955, H-1800, H-1850, H-2550, H-2575
Administrative Procedures 4262, 6050, 6125, 6126, 6127, 6128, 6129, 6130, 6131, 6132, 6135

Action Requested: Notify parents of Enrollment Options application window and assist parents with online application process

Brief Explanation:

The Enrollment Options Online Application opened on October 2, 2017 and will close on November 13, 2017, parents have the opportunity to submit an online Enrollment Options application via the School Choice, Magnet, and Voluntary Enrollment Exchange Program (VEEP) by accessing the district website at www.sandiegounified.org/school-choice-application. The online application is available in English and Spanish, and parents may identify up to three (3) schools of Choice.

All district families (Grades TK-11) were sent, in late September, an Enrollment Options Catalog via U.S. Mail in order to assist parents in making informed public school choices. Schools also received copies of the new Enrollment Options Catalog (English and Spanish) for office and counselor use. The catalog promotes enrollment in neighborhood schools, provides information about college and career pathways, dual language programs, and lists all sites in each high school cluster. The catalog also contains information about district Magnet programs, including our STEAM sites, as well as information about, VEEP, and the application process.

A robust publicity campaign has been implemented for the Choice window, including news segments and other media releases, as well as, District wide SchoolMessenger messages. Please continue to remind parents and staff through your school website, SchoolMessenger, parent newsletters, and other modes of communication about the online Choice enrollment process. Inform parents that applications submitted through November 13, 2017 are randomized and receive weighted priority including Magnet continuity, currently enrolled siblings, children of employees, and pupils enrolled in early childhood programs. There is no date priority for applications received between October 2, 2017 and November 13, 2017. However, applications submitted after November

13, 2017 will be added to the end of the randomized list in date and time order. Please assist interested parents by having computers available at the school site for the online application process.

As an added convenience, a priority is now offered for any Choice applicants attending a preschool program within San Diego Unified School District who would like to continue in Kindergarten at the same school. Additionally, we continue to offer priority to employees of the district who wish to enroll their child(ren) in a school located in the high school cluster in which they work. Please remind your families and staff about these wonderful opportunities.

If you have additional questions or concerns, please call the Neighborhood Schools and Enrollment Options Office at (619) 260-2410 or email Marceline Marques at mmarques@sandi.net, or Ernestina Hernandez at ehernandez@sandi.net.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options

APPROVED:



Greg K. Ottinger, Ed.D.
Chief Business Officer

MM:eh

Distribution: Lists B, D, E, and F