

SITE OPERATIONS CIRCULAR NO. 1014

Office of Special Projects

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 17, 2015

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

Subject: ENROLLMENT OPTIONS ONLINE APPLICATION FOR 2016-17 SCHOOL YEAR

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

Due Date: November 1, 2015 through February 15, 2016

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:

Beginning November 1, 2015 through February 15, 2016, parents will have the opportunity to submit an online Enrollment Options application via the School Choice, Magnet, Program Improvement School Choice (PISC), 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.

Additionally, all district families (Grades TK-11) will receive an Enrollment Options Catalog via U.S. Mail in order to assist parents in making informed public school choices. Schools will also receive copies of the new Enrollment Options Catalog (English and Spanish) for office and counselor use. Delivery to school sites is scheduled during the month of December. 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 PISC, VEEP, and the application process.

Please remind parents and staff through your school website, SchoolMessenger, parent newsletters, and other modes of communication about the online Choice enrollment process. Be sure to inform parents that applications submitted between November 1, 2015 and February 15, 2016 are randomized and receive weighted priority including Magnet continuity, currently enrolled siblings, children of employees, and PISC. There is no date priority for applications received between November 1, 2015 and February 15, 2016. However, applications submitted after February 15 are 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, the district is also offering priority to employees of San Diego Unified who wish to enroll their child(ren) in a school located in the high school cluster in which they work. This is a practice that initiated this year so please be sure to inform your staff of this wonderful opportunity.

If you have additional questions or concerns, please call the Enrollment Options Office at (619) 725-7153 or email Marceline Marques at mmarques@sandi.net, or Alan Perlman at aperlman@sandi.net.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options

APPROVED:

A handwritten signature in black ink, appearing to read 'Midori Wong', with a large, stylized flourish at the end.

Midori Wong
Director, Office of Special Projects

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Distribution: Lists B, D, E, and F