

ENROLLMENT OPTIONS

Enrollment Staff Training

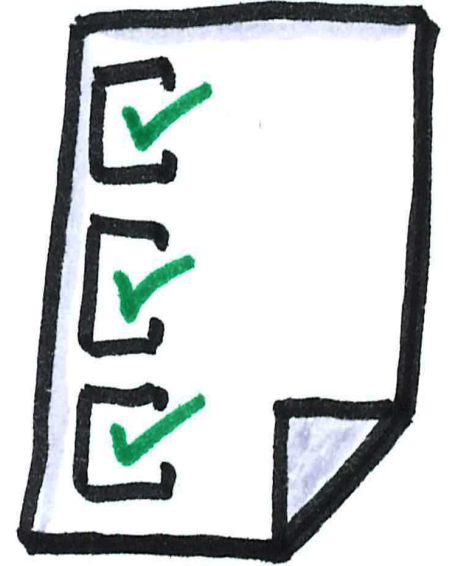
Yvonne Torres, Manager

NSEO (Early Learning to 12)

August 2022

Outcomes

- Deepen understandings of the most-frequent enrollment types, including Resident Enrollment, Choice Enrollment, and Interdistrict Enrollment
- Provide resources for sites to access information and supports regarding less-frequent enrollment situations
- Assist site enrollment staff in the navigating and coordinating enrollment efforts in alignment with law and district policies
- Review UTK enrollment procedures for elementary sites



Learning Areas

- Early Learning Enrollment
- Resident Enrollment
- Choice Enrollment
- Interdistrict Enrollment

- Enrollment and Age Requirements
- Homeless/Foster
- ***Informal*** Site Initiated Placement (**ISIP**)
- Childcare Affidavits
- Caregiver Affidavits
- Declaration of Residency
- International Students
- Referrals to/from Charter Schools



NSEO Leadership's Goal

- Living our Mission Statement: promoting student enrollment in all of San Diego Unified School District's schools, while delivering superior and efficient customer service to all of our clients
- Supporting site staff in their role as stewards for the District relative to enrollment practice
- Ensuring that school site remote enrollment is aligned with CA Ed Code and corresponding District Policy and Procedure

Remote Enrollment

- Available for **new** to district families in School of Residence via InfoSnap new student enrollment
 - Students have never attended SDUSD and do not have a student ID
- Parents may update data via the Parent Portal (contact IT for Parent Portal training info)- It is highly recommended that all sites encourage parents to use Parent Portal
- All NSEO required enrollment documents are available in fillable PDF form on the NSEO Related Resources page via the Staff Portal
- For assistance with interpretation needs, please contact Translation Services

NSEO is Open to the Public

- Staff and parents can visit us at the Ed Center, Annex 12
- We are open year round for in person assistance and parents may access our computer stations to fill out applications, etc.
- We welcome them and follow most current protocols for in person support
- Parents may also reach us by phone, email, and may schedule zoom consultation

NSEO Cluster Support Contact Information

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Universal Transitional Kindergarten-2022-23

- Universal Transitional Kindergarten will be available at nearly all elementary sites
- UTK replaces our prior TK program offering enrollment to all pupils who turn 4 by September 1
- Enrollment caps at 24 with a required 2:24 adult pupil ratio
- Sites may not create UTK/K combination classes per CA Ed Code
- After a successful pre enrollment window in spring 2022, additional classrooms were established to accommodate all interested families
- Once resident sites are filled, NSEO staff work with parents to enroll in the next closest site with space available
- Work with your POC in NSEO for enrollment at your site

All New To District Pupils Must Be Enrolled Per CA Ed Code Age Requirements

- UTK: 4 by September 1
- K: 5 by September 1 (may not be enrolled in UTK)
- Grade 1: 6 by September 1 (may not be enrolled in K)
- Children whose parents request a different grade level placement must have documented rationale; and pupil must be assessed before the principal can approve a different grade level placement
- District must avoid the appearance of elementary “red shirting” providing an age advantage for athletics and/or academics in the future

Neighborhood/Resident Schools



Resident Enrollment



- At this time all K-12 residents are guaranteed enrollment in the neighborhood school
- Exceptions include pupils requiring a Special Education separate setting
- Early Learning Part Day Programs, are not available at all elementary sites
- Resident enrollment should be timely, and not delayed
- Incoming military with housing assignments are valid for verification of residency (not waitlist status) up to 6 months in advance of housing acquisition



Residency Wonderings

- Initial enrollment process includes verification of residency
- Documentation includes but is not limited to: rental or lease statement, mortgage papers, utility bill
 - we do not accept the SDG&E letter of residency
- If residency is called into question:
 - Request current verification of residency
 - Conduct a home visit following health and safety guidelines
 - If residency is not verified by these measures, contact NSEO for template letter
 - Parent will be provided a timeline to either verify or return to resident attendance area/district; Principal may permit family to finish the school year and apply for Choice

HOUSING QUESTIONNAIRE

- New requirement: must implement annually
- Assists sites in identifying pupils who may be homeless
- Should be part of the annual registration and enrollment “packet” and process
- Contact CYT for follow up or questions

Space and Programs Availability Wonderings

- K-12 residents are entitled to enrollment even if...
 - enrollment may require reorganization
 - it is unclear why the pupil left the prior school
 - there is concern that the school cannot accommodate the pupil's special needs*

**If there is concern about accommodating a pupil with special needs, the site should immediately contact the Special Education Area Program Manager for support*



Choice Enrollment Wonderings



- **Who needs an application?**

- Any non resident interested in attending your site, **including children of employees**
- Younger siblings of currently enrolled Choice pupils
- Non residents enrolled in an early learning program (part day and UTK/ or private) on your campus who would like to continue at the site for Kindergarten
- Any currently enrolled Choice/Magnet pupil who wishes to articulate to a similar program
- **Any currently enrolled resident who has moved or is planning to move out of the attendance area**

- **Who does not need an application?**

- Any resident, currently enrolled or not
- Any currently enrolled Choice pupil (unless they have moved out of the boundaries of SDUSD)
- Any currently enrolled Choice pupil who is articulating in a cluster

Choice Do's and Don'ts

DO

- Call and offer enrollment immediately.
- Welcome and be responsive
- Set up an email communication to include Choice families for any sports tryouts or summer activities
- Respond to IFPD's email about Choice numbers (January)
- Reach out to Yvonne Torres for any Choice questions i.e need more Choice seats

DO NOT

- Tell parents you have space or room available to take students
- Enroll a student and just do it under an unverified boundary exception
- Set up barriers to enrollment
- Ask for a specific student on a waitlist
- Circumvent the process in any way

Identifying Pupils as “Choice” when they aren’t

- School Choice enrollment is **governed by CA Ed Code** which provides for a fair and equitable process of selection into a school that is not the neighborhood school
- In order to comply with fair, equitable, unbiased process:
 - Families who move out of an attendance area need to apply for Choice and be accepted in the lottery in order to continue at the school of origin
 - Pupils may be permitted to stay and finish the year under “Move/Continue” boundary exception

Choice Students: Wonderings



SDUSD Resident Enrollees

- Choice pupils who are residents of SDUSD are treated as resident pupils
- Sites should offer the same supports as they would to a resident pupil for issues around attendance, behavior, and academics

Interdistrict Enrollees

- Pupils who reside out of the district boundaries and are enrolled via Choice and an Interdistrict Attendance Permit (IAP)
- The IAP requires good attendance, behavior, and academics and may be revoked if there are concerns
- CAVEAT: if the pupil enrolled via IAP has an IEP, you may not revoke if the concern is related to the disability

Case Study #1

You receive a call from a neighboring school administrator, they have a Choice student who wishes to return to their resident school, your school. Is the student permitted to return?

Choice priorities: Developed by the Board of Ed to Provide Equitable Access and Support Integration Efforts



1. Magnet continuity/Boundary legacy
2. Siblings (required by CA Ed Code) (must be concurrently enrolled)
3. Children of employees (.5 or higher FTE, in the geographical cluster of assignment)
4. Currently attending an early childhood program at the site
5. CONTINUITY OF ENROLLMENT- moved out of attendance area (will be used for Covid moves)
6. CONTINUITY OF ENROLLMENT- moved out of district
7. SIBLINGS – in cluster
8. District Resident
9. Out of District Resident

Choice priorities wonderings...



Pupils of siblings who will not be concurrently enrolled

- Our Board of Education determined that this priority would create inequitable access and is not as compelling for families as a concurrent enrollment policy

Concurrently applying siblings into one school (except for multiples)

- Our Board of Education determined that this would create an unfair advantage for larger families and a disadvantage for singletons

Pupil or parent of pupil has had a serious life circumstance/tragedy:

- This type of priority would be very difficult to verify, assess, and rank in a fair and equitable manner
- Choice is subject to Federal audit and all exceptions to our process must be documented
- Extreme cases are handled on an individual basis

PRIORITY Choice Application Window

October 3-November 15, 2022

- Late applications will be accepted and processed after the lottery is conducted in time/date order of receipt
- No priorities are applied to late applications
- Sites will receive access to seated lists in late February 2023
- Parents will also receive notification emails same date and will be able accept or decline offers electronically

WAITLIST OPENS ON FIRST DAY OF SCHOOL

- You can enroll any student who is not already enrolled in a San Diego Unified; this includes:
 - Charter
 - Private schools
 - Other districts



Question?

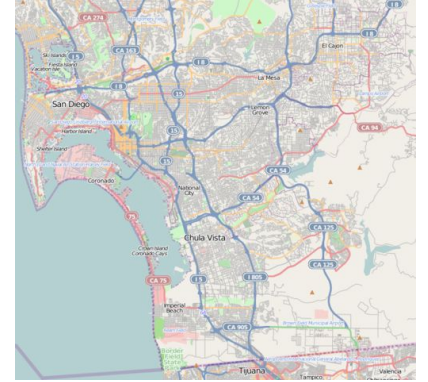
What's the protocol after school has begun and a new student (not your resident student) wants to attend your school and is not currently enrolled at any other SDUSD school?

Interdistrict Enrollment



Interdistrict Enrollment

- Governed by CA Ed Code and monitored by SDCOE
- Contracted with 49 school districts in SD and Riverside Counties
- **Pupils must have a valid permit on file K-12**
- **IAPs are submitted online to iap@sandi.net**



Interdistrict Enrollment

- Includes families residing out of SDUSD boundaries who apply for Choice to enroll in SDUSD, as well as families who move out of district and wish to remain enrolled
- Students who articulate to the next grade level or attend a new school
- The former are accepted via Choice and must obtain an approved IAP to complete the enrollment process
- The latter must obtain permit within 10 school days to complete the school year
- Must apply for Choice and be accepted to continue enrollment
- Permit can be revoked if there are concerns for attendance, behavior, or academics
- Offered only to children of staff members and siblings for UTK at this time

Case Study #2

An 11th grader attending your school is failing his classes and the counselor recommends transferring the student to Twain. The student lives in Poway, what are your next steps?



Other Common Enrollment Wonderings

- Enrollment and Age Requirements
- Homeless/Foster
- ***Informal*** Site Initiated Placement (**ISIP**)
- Childcare Affidavits
- Caregiver Affidavits
- Declaration of Residency
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Initial Enrollment and Age Requirements

- **Governed by CA Ed Code: NO EXCEPTIONS!!!**
- **Parent request for K aged pupil to be enrolled in UTK**

OR

Parent request for Grade 1 aged pupil to be enrolled in K

- **With documented evidence of need (assessment, observation notes, etc.), principal may permit change of grade level**
- **K age pupils placed in UTK must have K Continuance form on file**
- **UTK/K**
 - Ks: must be 5 by September 1
 - UTKs: must be 4 by September 1
- **18 year olds**
 - entitled to continued enrollment



Informal Site Initiated Placement (ISIP)

- An informal agreement between 2 principals to move a pupil from one site to another
- Is **only site** initiated
- ISIP is a final strategy considered to resolve a situation after all others are considered (not intended to address behavior concerns)
- Reason must be serious and compelling... typically based on a safety/security concern
- Cannot circumvent Choice process
- Is temporary... pupil must be accepted via Choice process to continue
- Must be reviewed and approved by NSEO before implemented
- Differs from **Formal SIP** which addresses placements due to expulsion or moves to alternative campuses through a formal placement process
- Parents to be partners, fully informed, and sign off on the placement
- Provide full disclosure to your principal colleagues



Youth in Transition (Homeless, Foster, Military)

- Homeless: Per McKinney Vento legislation, homeless pupils are entitled to enrollment in the school of origin (where they were enrolled when they became homeless), or in the school closest to where they are sleeping at night
- Foster: Per the Foster Youth Bill of Rights, foster pupils have the right to remain enrolled in the school of origin, the school enrolled at when entering foster care, and/or any school attended within 15 months which the pupil feels connected to
- Military: Per SB 1455 Military pupils have the right to enroll in the neighborhood school and apply for Choice remotely. Military families are frequently treated as “new to district” since they arrive throughout the school year. Residency also applies to housing orders up to 6 months in advance.
- In all 3 scenarios, “enroll first and ask questions later”

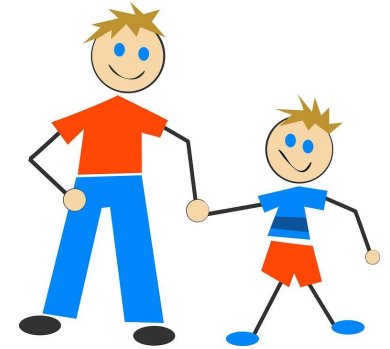


Enrolling Youth in Transition

- Pupils are entitled to enroll in the school of origin or at the school nearest to where they are sleeping at night
- Verification of homelessness can include hotel/motel receipts, certification from shelter or HUD
- Homeless pupils are entitled to continued enrollment/benefits through the school year in which they secure housing
- Foster parents may disenroll a pupil only if the pupil's education rights holder agrees
- Barriers to enrollment of any youth in transition should be minimized
- Contact Children and Youth in Transition Office for additional support/information: (619) 725-7652



Childcare Affidavit Enrollment



- Only for district residents; cannot be used by out of district families
- Applies TK-5 only
- Only if there is space available and only after all resident enrollment is stable
- Cannot create impact on allocations
- Childcare must be off campus and in the site attendance area
- Is temporary; if family wishes to remain, should apply for Choice
- Is invalid if childcare is discontinued



Caregiver Affidavit Enrollment

- Typically used when a responsible adult “takes in” a child due to parent’s temporary unavailability to care for him/her
- Is valid for up to 1 year and only while minor is residing with caregiver (must reapply annually if status continues)
- Provides educational and medical treatment rights
- Parent does not relinquish any rights
- No court appointment required
- Caregiver must certify under penalty of perjury that the child is living in his/her home
- No obligation to investigate validity, but if it comes into question, home visit may be conducted to verify

Declaration of Residency

- Parents may use if staying with family temporarily while seeking housing
- This is to be used temporarily; not a permanent method for enrollment
- There is no requirement for a verification letter from the home's tenant or owner; however, use of declaration is subject to penalty for perjury
- Red flag this enrollment for follow up on a monthly basis
- If there is doubt, request mail verifying residency or conduct a home visit

International Students: Exchange Program and Visitors



- International Exchange enrollment promotes global awareness and citizenship through interaction between district residents and international students
- Sponsoring agency submits an application for review before SDUSD accepts the pupil
- Enrollment is at the high school level only, minimum of 1 semester and maximum of 2 semesters
- SDUSD does not currently permit short-term international visits or sponsor cross cultural international trips for residents
- Do not enroll an international student without contacting NSEO to verify eligibility

Charter Pupil Enrollment

- SDUSD welcomes pupils enrolling from Charter settings
- Important to be aware of new legislation (CA Ed Code 47605 (b)(5)(J): that with 5 days notice a pupil enrolled in a Charter school may be “involuntarily removed”
- SDUSD pupils presenting concerns around academics or behavior should be referred to Response to Intervention team
- SDUSD pupils in need of credit recovery should be referred to district run programs such as Garfield, Twain, and iHigh



WHY IS THIS IMPORTANT???



- Non compliance with district policy and procedure (based on the LAW) places the district, the school site, the administrator, and YOU at risk of litigation for violation of civil rights
- Non compliance also places the district at risk of other districts seeking compensation for lost ADA revenue
- Non compliance negatively impacts your colleagues' school sites in terms of allocations (based on enrollment)

Questions/Answers/Comments



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