



**Related to Procedure(s):** [2010 - Policy Review, Introduction, and Adoption](#)

**Division/Department:** Executive Leadership

**APPROVED BY EL:** June 2025

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## **Fall Mailing and Enrollment Process** *(Updated last 1/2026)*

### **PURPOSE**

The purpose of this document is to outline the district's fall mailing and enrollment process to provide consistency of implementation as well as clarity on roles and responsibilities. The goal is to have current and accurate information for students, families/ caregivers.

### **FALL MAILINGS**

Starting in January, the Communications Department and Superintendent will review any legal changes for annual notifications. Then the Director of Communication will assign district staff (based on department) to review forms and update for the coming school year. The document that houses the forms can be located [HERE](#). All forms must be updated no later than **May 31 of each year**.

To support clear communication, monitor this process and have one point of contact, each site/program's Admin V will be responsible for the oversight of the fall mailings and enrollment. The Admin V, along with their supervisor, can delegate tasks to an Admin IV or other staff.

The Executive Assistant to the Superintendent will provide each site/program's Admin V a folder of the updated forms by the **middle of July**. Each site is responsible for printing, organizing, and mailing the fall mailing by the **end of the first full week in August**. The fall mailing is mailed to all families/caregivers of students who are enrolled as of **the end of the first full week in August**. Students enrolled after this deadline will receive printed fall mailing documents during the enrollment process/meeting.

### **ENROLLMENT MEETINGS**

Enrollment meetings that occur starting the **second week in August** will consist of a formal enrollment meeting (Welcome Meetings). Please see the [ALC](#) and [Special Education Welcome Meeting Process/ Agenda](#). At the enrollment meeting, the Admin V should provide the team with a packet of information, including the fall mailing documents. Each site/program is responsible for developing a system of communication regarding enrollment meeting times and dates so that the printed documents are ready for families/caregivers.

## ONLINE REGISTRATION (OLR)

### Returning Students

The OLR is used to verify current information on students and families/caregivers. All information is “rolled over” by the SIS department and available for verification starting July 1. The SIS department will provide “How To” directions for families/caregivers to each site/program’s Admin V. The Admin V is responsible for ensuring the “How To” directions are included in the principal’s welcome back letter and available at Open Houses. Each site/program will work with the SIS/Technology department staff to have technology and support available at Open House to assist families in the verification process.

### New Students

For new students, the OLR needs to be completed no later than 48 hours after the enrollment meeting. If family information is available prior to the enrollment meeting, it is recommended that the SIS site/program person ensures that it is in Synergy to help with the verification process. It is recommended that the Admin V send the activation key along with the reminder of the meeting at least 2 days prior.

If student/family information is not available, the student (if over 18) or the family/caregiver must fill it out during the enrollment meeting or no later than 48 hours.

At the enrollment meeting, there must be someone assigned to have the technology available, assist the families (if needed), or follow up with the families if not done at the enrollment meeting.

## MONITORING IMPLEMENTATION

To ensure that we have current information for families/caregivers, we will be monitoring the OLR for completion on a regular basis (during Admin V meeting, quarterly). The Admin V will be responsible for tracking completion of enrollment documents and may request support from the administrator, social worker, family engagement, or counselor. The SIS staff member is responsible for validating the information within Synergy.

## TIMELINE

| Date                                      | Description                                                                                          | Responsible Party                                  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| January - May 31                          | Forms are Updated                                                                                    | Camille Hepola (Dir. of Comms/PR)                  |
| July 1                                    | OLR opens                                                                                            | Jesse Kramer (SIS Support Manager)                 |
| No later than July 15                     | Folder of Fall Mailing sent to the Admin V                                                           | Wauneen Denson-Mgeni (Executive Assistant to Sup.) |
| No later than end of first week in August | Admin V mails fall mailing documents. Admin V must                                                   | Admin V                                            |
| After first week in August                | Organize the packet of enrollment information and finalize a communication plan for new enrollments. | Admin V                                            |
| At Admin V Mtgs                           | Review OLR monthly                                                                                   | Admin V                                            |