

ADMINISTRATIVE CIRCULAR NO. 62
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 6, 2022

To: All Elementary and K-8 Schools

Subject: **PRE ENROLLMENT PROCESS FOR UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)**

Department and/or Persons Concerned: Elementary Principals, Associate Principals, Enrollment Clerks, Counselors

Due Date: Immediate

Reference: Kindergarten Readiness Act of 2010, AB 22, AB 130

Action Requested: Support UTK pre enrollment process

Brief Explanation:

The State of California Assembly Bill 22 established a new grade level, Universal Transitional Kindergarten or UTK. UTK has replaced the former Transitional Kindergarten or TK grade level, and upon full implementation will be open to all pupils turning 4 by September 1. In 2022-23, 4570 pupils were pre enrolled district wide.

Classroom Allocation

Initial classroom allocations for UTK at all participating school sites will remain status quo for 2023-24. Following the pre enrollment process, data will be collected and allocations may be adjusted if necessary.

Please note that **UTK pupils may not be combined/co-mingled with Kindergarten pupils**. Therefore, it will not be possible to create UTK/K combination classes.

Pre Enrollment Process

In an effort to reduce site staff workload, ensure enrollment access equity, and maintain the integrity of the pre enrollment process, UTK pre enrollment will be managed centrally by NSEO. All interested families should be directed to our office for support with pre enrollment. Pre enrollment will be available online via a Google Form, and the link will be published on the NSEO UTK webpage.

Priority for pre enrollment will be by:

1. Site residency and date of birth
2. Sibling of enrolled choice pupil by date of birth
3. Child of employee/district resident by date of birth and residency
4. Cluster overflow by date of birth
5. Child of employee/out of district by date of birth
6. Other applicant/resident by date of birth
7. Other applicant/out of district by date of birth

At the end of the pre enrollment window, pupils on the site pre enrollment google roster will be sorted and ranked centrally by the above priorities, and enrollment will be offered by the site to the top 24 ranking students, per assigned classroom. Rosters will be released to sites to complete the enrollment process in PowerSchool.

Overflow Lists

After the top 24 pre enrolled pupils per classroom are identified, additional pre enrollment data will populate onto an overflow list, which will be utilized by NSEO to contact families and offer enrollment in the next closest site that has space available. For sites that have excess space available in their pre enrollment google roster, offers of enrollment will be made to pupils who may be on UTK/TK Choice lists and/or on the overflow lists.

Parents will also be informed of our District's continuing 4 year old part day Early Learning programs and invited to apply.

Space Limitations, Residency and Age Requirements:

Because site space will continue to be limited in UTK, and CA Education Code requires that enrollment must first be offered to residents before non-residents, it is critical that site leadership and staff not guarantee enrollment to any pupils, including children of staff. Additionally, exceptions to age requirements cannot be made. Only age eligible children will be permitted to enroll in UTK. Children who are age appropriate for Kindergarten must be enrolled in Kindergarten and not UTK, and can be offered Kindergarten Continuance status, which provides the pupil 2 years of Kindergarten instruction. The Parental Agreement for Pupil to Continue in Kindergarten, Kindergarten Continuance form is available at this link on the NSEO Related Resources page via the SDUSD Staff Portal:

[Parental Agreement for Pupil to Continue in Kindergarten, Kindergarten Continuance form](#)

Communications

Our district Communications Office will launch a robust publicity campaign to inform the greater community about the district wide implementation of UTK at all elementary schools. Sites will be provided with templates for flyers, electronic communication, SchoolMessenger, and marquees for self- promotion purposes.

Parent Workshops

In collaboration with the Family Engagement Office, parent workshops will be conducted via Zoom on the following dates/times:

Tuesday, January 17, 2023: 5:30 p.m. - 6:30

Thursday, January 19, 2023: 10:00 a.m. - 11:00 a.m.

Site staff training will also be made available and enrollment clerks will be highly encouraged to attend. The UTK Enrollment 2023-24 Training (Section 33736) will be held on Wednesday, January 11, 2023 from 1:00-3:00 pm, and staff may sign up to attend via the IT Applications Log In for Professional Development at this link:

<https://sandiegounified.truenorthlogic.com/ia/empari/tab/home>

The focus of the staff training will include:

1. Pre enrollment process for parents
2. How to assist a parent in filling out a google form
3. Required documentation
4. Referral of parents to NSEO for support
5. Appropriate and positive messaging for all families
6. Prioritization of pre enrollment

Articulation of UTK in Kindergarten:

As always, resident pupils will auto articulate into Kindergarten. Any UTK pupils accepted and enrolled via Choice may also articulate into Kindergarten without an additional Choice application. Parents of non resident pupils who are placed via the overflow enrollment process this year, and who wish to have their child continue at the same school for Kindergarten, will need to complete a Choice application for the 2024-2025 school year. Choice applicants who are enrolled in an early learning program at a school receive a priority for the Choice lottery.

Questions regarding this circular may be directed to NSEO Department Manager Yvonne Torres at ytorres@sandi.net.

APPROVED:

Marceline Marques
Operations Support Officer
Neighborhood Schools and Enrollment Options Office