

SITE OPERATIONS CIRCULAR NO. 1018
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 30, 2022

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

Subject: ENROLLMENT OPTIONS ONLINE APPLICATION FOR
2023-24 SCHOOL YEAR

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

Due Date: October 3, 2022 through November 15, 2022

Reference: Education Code Articles 48209-48209.17, 48980 Board Policy (BP)
0420.4, 5117, 6145.6, 6173.2, F-2920, F-2955,
H-1850, H-2250, H-2575
Administrative Regulation (AR) 5111.2, 5117, 6145.6
Administrative Procedure (AP) 4262, 6128, 6129, 6131, 6132, 6135

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

Brief Explanation:

All school aged children grades K-12 are currently guaranteed enrollment in their school of residence, with the exception of pupils requiring specialized settings. For parents/guardians seeking enrollment for their child in a school other than the school of residence, the Enrollment Options Online Application will open on October 3, 2022, and close on November 15, 2022. 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 <https://www.sandiegounified.org/choiceapplication>. The online application is available in English and Spanish and parents may identify up to three (3) schools of Choice for grades UTK-12. Some atypical and alternative options are not available via Choice and manage their own enrollment.

The former Enrollment Options Guide has been replaced by an online app available at <https://discover.sandiegounified.org>. This app assists parents and guardians in making informed public school choices. It promotes enrollment in neighborhood schools, provides information about college and career pathways, and highlights district excellence. The app also contains information about Early Learning, specialized programs including foreign language programs, Magnet programs (including our STEAM, VAPA, and IB sites), as well as links to information about the Voluntary Enrollment Exchange Program (VEEP), considerations for Special Ed pupils who need separate settings, and the overall application process.

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The priority Choice window will be promoted through media releases, as well as District-wide SchoolMessenger messages. Sites are encouraged to provide school tours, and post information as well as a virtual school tour on their webpages. Please also continue to remind parents and staff through your school website, SchoolMessenger, parent newsletters, and other modes of communication about the online Choice enrollment process. Parent workshops were offered via Zoom in late September and an additional workshop will be scheduled for late October. Check the Family Engagement department website for details at <https://sdusdfamilies.org/>.

Please inform parents that applications submitted through November 15, 2022, 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 benefit to applying early**, but applications must be received between October 3, 2022, and November 15, 2022, to receive priority in the electronic lottery. Applications submitted after November 15, 2022, will be added to the end of the randomized list in time/date order of submission after the lottery of on-time applications is processed.

Choice applications are required for **all non-resident pupils** wishing to enroll in a school including:

- Incoming younger siblings of currently enrolled Choice pupils
- UTK pupils enrolled in a site that is not the school of residence
- Pupils who were enrolled as residents and then moved out of a school's area but wish to remain enrolled
- Currently enrolled Choice pupils who originally were accepted as residents of SDUSD, but then moved out of the District boundaries
- Children of employees
- Pupils currently attending an Early Learning program at a site that is not their school of residence
- Pupils currently enrolled in Magnet programs who wish to articulate to a similar program at the next level, if it is not located in the same high school cluster as the current school of enrollment

Choice applications are not needed for:

- Resident pupils
- Currently enrolled Choice pupils who have not moved out of the district
- Currently enrolled Choice pupils who reside out of district and have valid Interdistrict Attendance Permits on file, and/or are articulating to the next level within a cluster feeder pattern
- Currently enrolled Choice pupils who are preparing to articulate within the high school cluster to the next level school

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Please note: Choice priorities expanded in the 2019-20 school year, and include:

- Comprehensive Support and Improvement (residents of identified CSI schools)
- Magnet continuity
- Currently enrolled siblings
- Children of employees
- Pupils enrolled in pre-k programs (will include UTK)
- Move/continue (in district)
- Move/continue (out of district)
- Concurrently applying siblings (single site & same cluster)
- New to district residents coming from other school systems

We also 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. Employees must be a minimum of .5 FTE in the cluster of employment. There is no employee priority outside of the cluster. We also continue to offer priority to pre-K children currently attending a program at an elementary site that is not their resident school. 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 NSEO Manager Yvonne Torres at ytorres@sandi.net.

APPROVED:

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Neighborhood Schools and Enrollment Options

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