

# **Enrollment Policy Review**

**Kirsten Zazo**

**Chief Student Support Officer**

**February 14, 2017**

# Background on Recent Enrollment Policy Changes

---

In the fall of 2015, AUSD convened a committee of community members, district staff, teachers, union representatives, Board of Education members, and parents to review the district's current enrollment procedures and recommend possible revisions. Committee members were especially concerned with issues regarding diversions, enrollment dates, residency verification, transfers, and enrollment priorities.

The Committee met eight times between October 2015 and February 2016. In the course of those meetings, the committee developed a set of recommendations for changing policies affecting AUSD enrollment.

Some of the changes made included:

- Remote enrollment for military families
- Families know at the time of enrollment if the school is over enrolled and what their priority number is
- Families get to choose to start at a school with space before school begins

# Over-Enrollment Procedures

---

- Parents/guardians are notified of over enrollment at the time of enrollment (AR 5116.1).
- If students need to be moved after the start of the school year, the district shall redirect students in the following order (AR 5116.1):
  1. AUSD seek volunteers to transfer
  2. AUSD redirects interdistrict transfers
  3. AUSD redirects intradistrict transfers
  4. AUSD redirects students residing within the zone as determined by enrollment date

# **Over-Enrollment Procedures Prior to 2016-2017**

---

Old Policy: New students used to be enrolled into their homeschool and would wait to see who showed up to the first 5 days of school to determine space. Students would then be re-directed to another school if their grade level was over enrolled after the first 5 days of school.

- Positives: District knew which schools were actually over enrolled and only diverted where it was needed.
- Negatives: Families were re-directed after school had started.

# Changes to Over-Enrollment Procedures 2016-2017

---

Policy Changed 2016-17 Due to Enrollment Committee Suggestions: If the school appeared over enrolled on paper at the time of enrollment, the family was told the grade level is over enrolled, the family was given options of schools that appear to have space, and the family was redirected to one of the schools that has space.

- Positives: Families knew their priority number at their home school at the time of enrollment and knew where their student would be starting at a school that had space for them.
- Negatives: More families were re-directed then needed. Families were being re-directed before the district had a understanding of who moved during the summer and what the actual student count was. This led to more families not attending their home school and more students moving back and forth between schools. At the start of the 2016-17 school year, we diverted 131 new students to the district. 52 of these were true diverts. 79 students were offered space back to their home school. 48 of these students decided to stay at their re-directed school.

# Proposed Updates to Enrollment Procedures

---

## Proposed 2017-18 Revision #1: Procedures from First Date of Pre-Enrollment for Upcoming School Year through July 1<sup>st</sup>.

- Parents/guardians of students seeking enrollment at a zoned school shall be notified in writing if the requested grade level or school is at or over capacity. Parent/guardians will be informed of the student's number on the waiting list and asked to which school(s) with capacity they would prefer as a diversion placement if the resident school remains over enrolled.
- No later than July 15<sup>th</sup>, the parents/guardians of all students who received a notice of possible diversion shall be informed whether (a) the student has been moved off of the waiting list and enrolled at the student's zoned school or (b) the student remains on the waiting list and what the current wait list number is. At this time, the family will be given the choice to be diverted to a school with space or start at the home school knowing that the student may be diverted within the first 10 days of school.

# Proposed Updates to Enrollment Procedures

---

Proposed 2017-18 Revision #2: Procedures from July 1<sup>st</sup> through the 1<sup>st</sup> week of August.

Parents/guardians shall be notified in writing, upon enrollment, if a grade level or school is at or over capacity. Such notice shall clearly state that the student may be diverted to another school if sufficient space does not become available at the student's zoned school. All such students shall be placed on a waiting list based on date of enrollment. Parent/guardians will be informed of the student's number on the waiting list and asked to which school(s) with capacity they would prefer as a diversion placement if the resident school remains over enrolled.

At this time parents/guardians will be given the choice to be diverted to a school with space or start at the home school knowing that the student may be diverted within the first 10 days of school.

# Proposed Updates to Enrollment Procedures

---

Proposed 2017-18 Revision #3: **Procedures from the 2<sup>nd</sup> week of August through the current school year.**

Parents/guardians shall be notified in writing at the time of registration if a grade or school is at or over capacity. Such notice shall clearly state that the student may be diverted to another school if sufficient space does not become available at the student's zoned school. All such students shall be placed on a waiting list based on date of enrollment. Parents/guardians will be informed of the student's number on the waiting list and asked to which school(s) with capacity they would prefer as a diversion placement. The district shall take these rankings into account when determining the school placement for the student.

At this time, if the student's zoned school is at or over capacity, the student will be redirected to a school with space.



# Over-Enrollment Procedures That Will Remain Unchanged

---

Students who are diverted to a school outside their home school attendance zone will be offered the opportunity to return to their home school if space becomes available. The order of return will be based on enrollment date.

A student who is diverted may not be involuntarily re-diverted into a third school. The District shall redesignate the diversion site as the diverted student's home school if either:

- a. The student's parent/guardian so requests, or
- b. The student's parent/guardian declines offers to return the student to his/her home school in multiple school years.

If the diversion site is redesignated as the diverted student's home school, the student's family shall have the right to designate the diversion site as the home school for the student's siblings.

# TK-K Pre-Enrollment for the 2017-18 School Year

---

***TK-K Pre-Enrollment appointments begin Monday, January 30, 2017***

**January 20:** Families may go online to [www.alameda.k12.ca.us](http://www.alameda.k12.ca.us) and follow the directions for online enrollment, which includes setting up an account in Info-snap for each incoming student and making an enrollment appointment at the District Office for each incoming student.

**January 30:** TK-K Pre-enrollment appointments begin. Every student seeking enrollment must complete online enrollment first, set up the Pre-enrollment appointment, and then attend an enrollment appointment.

Bring all the paperwork to the District Office located at 2060 Challenger Drive at the time of your Pre-Enrollment appointment. The appointment lasts approximately 20 minutes if all paperwork is complete.

Appointments can be scheduled Mon.-Fri. between the hours of **8am – 5pm.**

# 1<sup>st</sup> -12<sup>th</sup> Grade Pre-Enrollment for the 2017-18 School Year

---

*Pre-Enrollment appointments for new 1<sup>st</sup>-12<sup>th</sup> graders for the 2017-18 school year begin Tuesday, February 28, 2017; TK-K continue....*

Families may go online to [www.alameda.k12.ca.us](http://www.alameda.k12.ca.us) and follow the directions for online enrollment, which includes setting up an account in Info-snap for each incoming student and making an enrollment appointment at the District Office for each incoming student.

**February 28:** Pre-enrollment appointments begin at Student Services for 2017-18 school year, grades 1-12. TK-K may continue to pre-enroll for the rest of the year. Every student seeking enrollment must complete online enrollment first, set up the Pre-Enrollment appointment, and then attend an enrollment appointment.

Bring all the paperwork to the District Office located at 2060 Challenger Drive at the time of your Pre-Enrollment appointment. The appointment lasts approximately 20 minutes if all paperwork is complete.

Appointments can be scheduled Mon.-Fri. between the hours of 8am – 5pm.