



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.3

**Meeting Date:** November 3, 2016

**Subject:** Enrollment and Attendance Center Update

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Deputy Superintendent

**Recommendation:** To update the Board of Education on changes to the Enrollment & Attendance Center to improve the efficiency of the registration process of students.

**Background/Rationale:** The Enrollment Center was opened in 2011 to provide fair and equitable registration services to families and to establish a one-stop resource for support in enrollment students, submitting transfer and open enrollment applications, providing translation, vaccination, testing and support services.

The Enrollment Center challenge has been maximizing limited resources to provide the most efficient experience possible for families. Staff recommendations address change in three areas to increase efficiency in registering student and improve support to our families.

**Financial Considerations:** To be determined.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Family and Community Empowerment

**Documents Attached:**

1. Executive Summary

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Lisa Allen, Deputy Superintendent

Elliot Lopez, Chief Information Officer

Mary Hardin Young, Area Assistant Superintendent

Ken McPeters, Director Enrollment & Attendance Ctr

**Approved by:** José L. Banda, Superintendent



### I. OVERVIEW / HISTORY

On March 17, 2011, the Sacramento City Unified School District Board of Education voted to open the Enrollment Center to provide fair and equitable registration for all students in SCUSD. The Center was opened during budget reductions and minimal staffing. With the increased numbers of families utilizing the Enrollment Center over the years, and a more thorough enrollment process, the wait time for families has lengthened. In order to provide the service we want for our families, we are recommending a 3-prong approach that includes restructuring our enrollment procedures at the Enrollment Center, adding year round online registration as well as considering Regional Centers during the month of August.

### II. DRIVING GOVERNANCE

Providing a more streamlined process of registration for our families, along with creating additional venues for access of registration, aligns with LCAP Goals #1 and 3. As one of the first impressions families have of our district, the Enrollment and Attendance Center supports registration of all students, Early Kinder through 12<sup>th</sup> grade. It's also a process designed to ensure equitable access to quality programs for all families. The Center provides initial guidance and support for parents enrolling students with special needs and staff is fully knowledgeable of the laws and regulations related to the enrollment of foster youth. Along with the registration processes, Open Enrollment, permits and transfers, the center now provides the district overview of attendance supports that include attendance letters, home visits, SART/SARBs and Truancy Court.

The tenants of the Enrollment Center are to:

- Ensure fairness and equity in the treatment of families. All students will have the same access to schools and programs, regardless of race or zip code.
- Allow central monitoring of enrollment and intra/inter permits.
- Create systemic efficiency; staff highly trained and knowledgeable in all enrollment processes.
- Create a one-stop resource for SCUSD families.

### III. BUDGET

The budget will be determined based upon input gathered regarding online registration and the potential effectiveness of regional centers.



#### IV. GOALS, OBJECTIVES, AND MEASURES

Our goal is to provide the best support for the growing number of families that utilize the Enrollment and Attendance Center, continuing to provide efficient and equitable enrollment processes while reducing the wait time for registration of students.

In order to meet this primary goal, we will provide:

- A more streamlined registration process with increased numbers of technicians to support families
- Additional days and expanded times that the Enrollment and Attendance Center is open and available to families during our busiest registration season
- Open online registration for families throughout the district
- Consideration of regional centers for registration at each comprehensive high school during the month of August

#### V. MAJOR INITIATIVES

Continue district progress in providing fair and equitable service for all families in registering students and guiding families in need of attendance support.

#### VI. RESULTS

Bring the full plan to Board of Education in the spring for review

#### VII. LESSONS LEARNED / NEXT STEPS

Next Steps:

- Gather input from stakeholders, specifically regarding online registration and the potential effectiveness of regional centers
- Implement and refine the new registration process
- Continue work on online registration for implementation in spring of 2017
- Begin planning the regional centers now for implementation in summer of 2017