



OPEN ENROLLMENT DEPARTMENT

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January 6, 2016

Dear Parents/Guardians:

This process is for those families choosing not to attend their neighborhood school.

The Open Enrollment process is an opportunity for each student who resides permanently within the boundaries of the Sacramento City Unified School District to apply for enrollment in participating **elementary schools** within the district, **based on space availability** for the **2016-2017** school year. Parents or guardians will need to complete an application in order for their children to attend the "school of choice" requested.

- Application Process and Open Enrollment Dates:** Parents/guardians of elementary school students interested in open enrollment can apply on-line or in person.
 - Parents will be able to access the 24 hour on-line application at www.scusd.edu Open Enrollment link beginning at 8:00 a.m. **Tuesday, February 16 until 5:00 p.m. Tuesday, March 1, 2016.**
 - If you wish to **apply in-person**, you may do so at the **Enrollment Center located at 5601 47th Avenue**. The in-person application period will be held on:
Wednesday, February 24, 2016 9 a.m. – 3 p.m.
Thursday, February 25, 2016 12 p.m. – 5 p.m.
Friday, February 26, 2016 9 a.m. – 11 a.m.
- Lottery Process:** Open Enrollment is not a first-come, first-serve basis. Open Enrollment uses a computerized lottery system to place students at their school of choice. A lottery must be implemented if applications exceed the grade capacity at the requested school. If your child isn't selected during this step, he/she will be placed on a waiting list. If space becomes available, you will be contacted by the Enrollment Center administration.
- Lottery Placement Notification:** Letters of lottery placement notification will be mailed home by the end of March 2016. Upon notification, parents are required to complete student registration at the Enrollment Center during the period of **Tuesday, April 5 - Friday, April 15, 2016.**
- Elementary School Specialized Programs:** Students seeking to apply for a specialized program must contact the elementary school and/or visit the school website regarding specific criteria requirements.

For more information about the Open Enrollment process, please feel free to access our website at www.scusd.edu or contact Lisa Lewis, Open Enrollment Technician at (916) 643-9075.

Sincerely,

Ken McPeters, LMFT

