Sacramento City Unified School District

OPEN ENROLLMENT DEPARTMENT
5601 47th Avenue • Sacramento, CA 95824
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Ken McPeters, LMFT, Director III

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Secondary
Grades 7 - 12

January 6, 2016

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

Dear Parents/Guardians:

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 middle or high 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.

1. ***Application Process and Open Enrollment Dates:*** Parents/guardians of middle and high 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, January 19 until 5:00 p.m. Tuesday, February 2, 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, January 27, 2016 9 a.m. – 3 p.m.
     Thursday, January 28, 2016 12 p.m. – 5 p.m.
     Friday, January 29, 2016 9 a.m. – 11 a.m.

2. ***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.

3. ***Lottery Placement Notification:*** **Letters of lottery placement notification will be mailed home by the end of February 2016.** Upon notification, parents are required to complete student registration at the Enrollment Center during the period of **Tuesday, March 8 -Friday, March 18, 2016.**

4. ***Middle/High School Specialized Programs:*** Students applying to specialized programs must complete two applications:
   - The SCUSD Open Enrollment application that can be completed on-line or in-person and;
   - The high school **specialized program application** which must be completed and turned in to the principal/coordinator at the requested school site. Parents or students can pick up a specialized application from the high school and /or download an application off the school website.

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

Sincerely,

Ken McPeters, LMFT