



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.4

**Meeting Date:** June 5, 2025

**Subject:** Enrollment Process

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

**Division:** Enrollment Center

**Recommendation:** N/A

**Background/Rationale:**

The Enrollment Center is open 12 months of the year, and the district online application is available 24 hours a day, 7 days a week. In addition to handling year-round processes, our team supports and handles the school of choices as well.

These all include general registration K-12<sup>th</sup>, household updates, school to school transfers, GATE transfers, priority enrollment for foster youth, homeless students, and students with special needs, administrative transfers, creation of new addresses, High School Specialty (HSSP), Transitional Kindergarten Lottery (TK lottery), K-8th Open Enrollment, and Intra/Inter-district permits.

**Financial Considerations:** N/A

**LCAP Goal(s):** Goal 1 – Graduation Outcomes, Goal 2 – Academic Outcomes, and Goal 3 – Welcoming and Safety Outcomes

**Documents Attached:**

1. 25-26 Enrollment Calendar

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Mary Hardin Young, Deputy Superintendent  
GioVonna Washington- Woodfy, Director III

**Approved by:** Lisa Allen, Superintendent

# 2025-2026

# ENROLLMENT CALENDAR

## HIGH SCHOOL SPECIALTY PROGRAMS (GRADES 9-12)

**Application Live: 11/4/24 - 11/22/24; Notifications of placement to be sent to families on 1/13/25.\***

Schedule School Tours and Information Nights in October & November.

Send space capacity numbers for participating programs to Becky Petrie by 10/7/24.

Submit changes to program criteria and dates for testing by 10/1/24.

All required testing for eligibility must be completed by 12/6/24 and sent to the Enrollment Center no later than 12/18/24.

## TRANSITIONAL KINDERGARTEN ENROLLMENT

**Application Live: 1/13/25 - 3/7/25; Lottery placement notifications of placement to be sent to families on 3/17/25.\***

Families wishing to enroll their student into TK after 3/7/25 will be placed at sites with availability based on family preference.

TK applications will also be accepted through the permit process in April 2025.

## KINDERGARTEN REGISTRATION

**Kindergarten Registration will begin on 1/13/25.** All registration forms for 2025-2026 must be submitted online through Infinite Campus OLR.

TK families notified of rollover to School of Residence on 12/13/24.

Schedule School Tours between November 2024 - February 2025

Regional Kindergarten Information Nights will be held 1/13/25 - 1/31/25.

## OPEN ENROLLMENT (GRADES TK-8)

**Application Live - 2/5/24 - 2/23/24; Notifications of placement to be sent to families on 3/10/25.\***

Send space capacity numbers for participating programs to Becky Petrie by 1/13/25.

Submit changes to program criteria and dates for testing by 1/10/25.

All required testing for eligibility must be completed by 2/28/25 and sent to the Enrollment Center by 3/5/25.

\*Registration will be based on the status of the student. Parent/guardians of all new or non-current students will need to complete a full online registration form to confirm placement. Parent/guardians of current students will be required to have completed an Annual Update by the end of the application period that confirms Infinite Campus information is current at time of the application.

## INTRA & INTER-DISTRICT PERMIT REQUESTS (GRADES TK-12)

**Applications Live - 4/7/25 - 4/25/25; Notifications of placement to be sent to families on 5/12/24.\***

The Enrollment Center will only be accepting permits submitted online. Permits will be entered into a lottery for placement based on adjusted space capacity numbers submitted and approved by your IAS.

Send adjusted space capacity numbers available for additional seats to Adriana Perez by 3/28/25.

## 2025-2026 REGISTRATION

General registration for Grades 1-12 will begin on 5/19/25. All registration forms for 2025-2026 must be submitted online through Infinite Campus OLR. No paper forms will be accepted.

*All Open Enrollment and High School Specialty Program Waitlists will close on 7/31/25.*

\*Registration will be based on the status of the student. Parent/guardians of all new or non-current students will need to complete a full online registration form to confirm placement. Parent/guardians of current students will be required to have completed an Annual Update by the end of the application period that confirms Infinite Campus information is current at time of the application.