



# SCUSD Enrollment Processes

June 5, 2025

GioVonna Washington-Woodfy, Director

# SCUSD Core Value & Guiding Principle

## HEADLINE

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to learn, grow and reach their greatness.

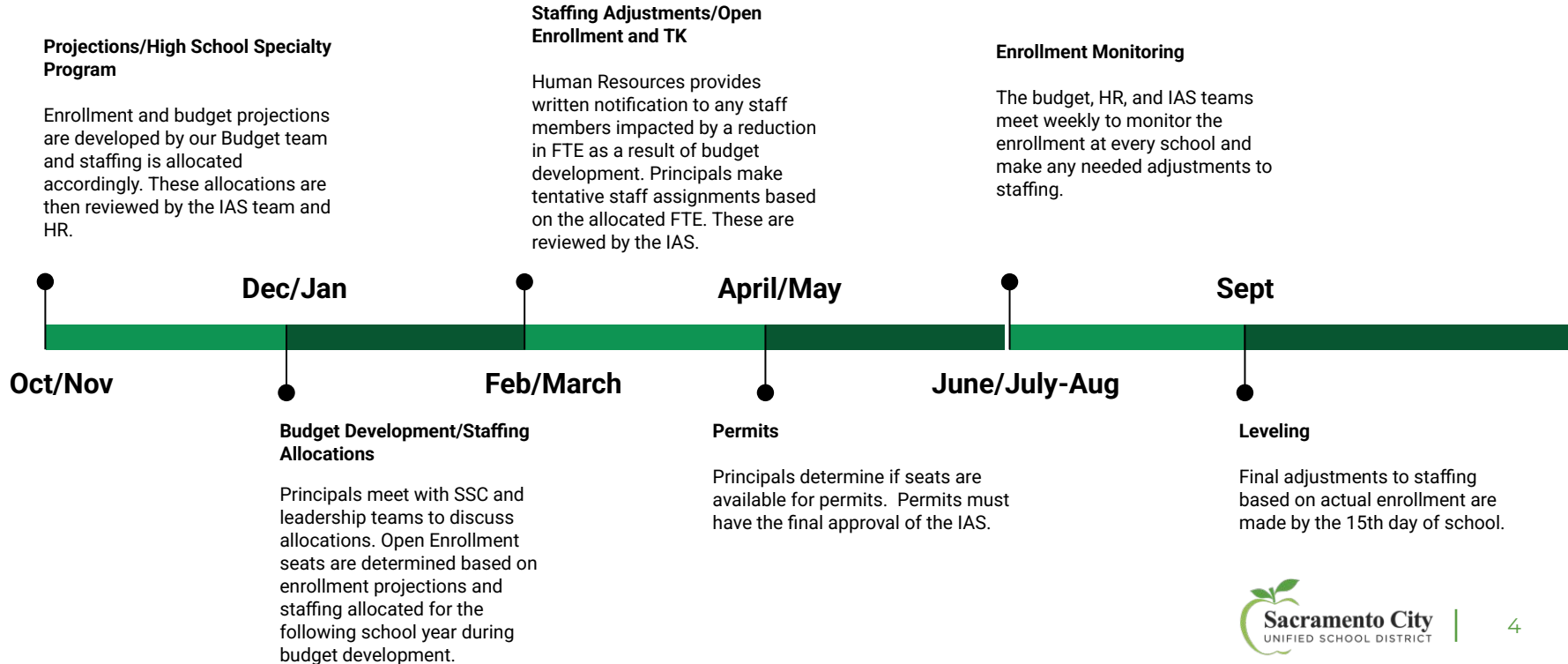
## SCUSD GUIDING PRINCIPLE

All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options

# Presentation Agenda

- **Enrollment Process Timeline**
- **Open Enrollment Process**
- **SchoolMint Application**
- **Transitional Kindergarten(TK) Information & Space Capacity**
- **Enrollment Center Processes and Staffing**

# Enrollment Process Timeline



# December-January

- **Principals review their enrollment projections/staffing allocations with their leadership teams and School Site Council.**
- **Principals work with their IAS to carefully consider enrollment/staffing allocations for the next school year to determine if seats will be available for students outside their neighborhood**
- **Open Enrollment seats posted if:**
  - **Seats available beyond anticipated neighborhood students and works within allocated staffing**

# SCUSD Open Enrollment

## Parent Option for School Choice

- Programming choice
- Start time, location, extended day
- Parent can make up to 2 school choices
- Priorities: Sibling, parent works at school

## Assistance to Parents in Process

- SCUSD School Finder
- Website and school tours
- Regional Site evening sessions
- Enrollment assistance at Enrollment Center
- Assistance in six different languages

# SchoolMint Application



Open Enrollment Application: 2025-2026

1. Student Information	✓
2. Parent/Legal Guardian Info...	✓
3. Program Choice	🔄
4. Rank Choices	
5. Family Preference	
6. Signatures	
7. Review and Send	

## Program Choice



**Students who live within our district boundaries** can apply to up to two open enrollment programs. Students will only be able to enroll in a program with space available for the 2025-2026 school year. [Click here](#) to verify space available in a specialty program by grade level and admission requirements. Please select from the list below.

**Students who live outside the SCUSD boundaries are ineligible to apply through this application and will not see any choices listed below.** Out-of-district students can apply through the [inter-district permit transfer process](#) that will be available April 7 - 25, 2025.

*SCUSD uses a computerized, third-party lottery system to place students at their school/program of choice. A lottery must be implemented if applications exceed the grade capacity at the requested program. If the student has met all the qualifications to be placed in the lottery and is not chosen, the student will be placed on the waitlist for their first choice only.*

*Students wishing to attend an Independent Charter School MUST contact the specific school site for application information.*

The guardian completes seven steps in the application process to:

- Select up to two program choices
- Indicate any priority status, if applicable
- Acknowledge how to accept a placement if an offer is made

Search by School or Program Name



Filter & Sort

Map View

### Theodore Judah

Address: 3919 McKinley Blvd, Sacramento

Distance: 2.04 mi [See Map](#)

Grades: TK to 6

# SchoolMint Parent Notification

The screenshot displays the SchoolMint Message Center interface. On the left, a table lists messages for Tony Testing and Andrea Starace. The main area shows a detailed view of a message titled 'Open Enrollment Application Successfully Submitted' from Tony Testing, dated April 25, 2025. The message content includes a greeting, confirmation of application receipt, instructions on how to check the application status, and information about the lottery process for Theodore Judah (OE).

**Message Center**

Search by Student Name or Subject

Student Name	Subject
Tony Testing	Open Enrollment Application
Andrea Starace	HSSP App - Guardian Employ
Andrea Starace	HSSP App - Guardian Employ
Andrea Starace	HSSP App - Guardian Employ
Andrea Starace	HSSP App - Guardian Employ
Andrea Starace	Export File Ready (Applicati
Andrea Starace	Export File Ready (Applicati
Andrea Starace	Rollover Process Complete
Andrea Starace	Download(s) Applications For

**Message**

**Tony Testing**  
Emailed to:  
Fri, Apr 25, 01:14 pm

**Open Enrollment Application Successfully Submitted**

Dear ,

We have successfully received an open enrollment program application from **Tony Testing for Sacramento City Unified School District Theodore Judah (OE)**. If your student has applied for more than one program, you will receive an additional confirmation message.

Families can log into their [SchoolMint account](#) anytime to view their confirmation page, message center, or check the status of their application(s).

**A lottery notification regarding your student's status in Theodore Judah (OE) will be sent on March 10, 2025.** Notifications will be sent based on the preferences (email, text message, or both) selected during SchoolMint registration.

*SCUSD utilizes a computerized, third-party lottery system to place students in their chosen programs. A lottery will be implemented if applications exceed the grade capacity for the requested program. If the student meets all qualifications but is not selected, they will be placed on the waitlist for their first choice ONLY.*

**New Students to the District - Acceptance Requirement**

**If offered placement in an open enrollment program, new students to the district must accept the offer on [SchoolMint](#) AND submit a complete registration form, using the link provided in the offer notification.** Families will need to provide photo identification, address verification, proof of birth documentation, and immunization records with the registration form.

Please note that applicants will be automatically removed from the open enrollment program acceptance list if they do not submit a complete registration form by the offer deadline.

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For any questions about your application, please contact Becky Petrie at [becky-petrie@scusd.edu](mailto:becky-petrie@scusd.edu).

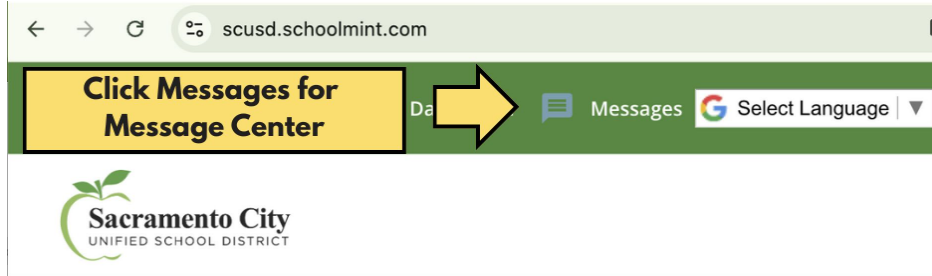
We recommend that you print this page for your records.

Close

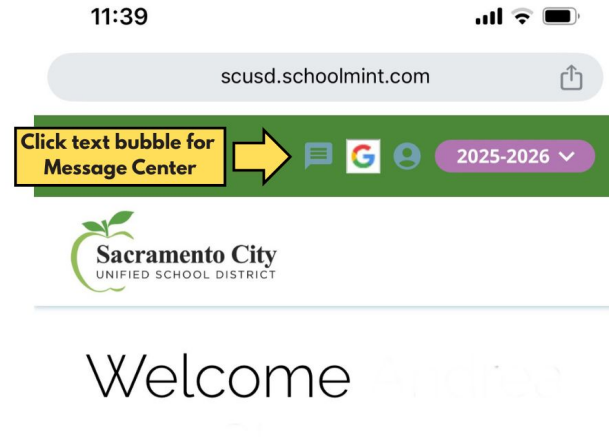
Guardians receive either email and/or text message notifications after submission and after the lottery publishes with directions on next steps.



# SchoolMint Message Center



Guardians log onto their SchoolMint account and click the Messages button in the top green navigation bar. The Message Center has all messages sent to them from the platform organized by date.



# SchoolMint Application Communications Log

Sent On	Sent To	Type	Automated	Subject	Status
3/25/2025 4:06:00 PM		Email	N	Important Update: Phoebe Hearst Kindergarten Open Enrollment Waiting List Resumed	Opened <a href="#">View</a>
3/25/2025 4:06:00 PM		Text Message	N	Important Update: Phoebe Hearst Kindergarten Open Enrollment Waiting List Resumed	Delivered <a href="#">View</a>
3/13/2025 10:49:00 AM		Text Message	N	Important Update: Phoebe Hearst Kindergarten Open Enrollment Waiting List Paused	Delivered <a href="#">View</a>
3/13/2025 10:49:00 AM		Email	N	Important Update: Phoebe Hearst Kindergarten Open Enrollment Waiting List	Delivered <a href="#">View</a>

# TK SchoolMint Application & Lottery

## Current TK

- All students who turned 4 by June 2, 2024 (waiver available for 4 by June - September, with lower ratios)
- 12:1 ratio of students to adults, class size of 24
- 37 TK classes, hosted at 36 sites

## CDE's changes for TK in 2025-26

- All students who turn 4 by September 1, 2025
- 10:1 ratio of students to adults, class size of 20
- 54 classes, hosted at 45 sites

## Space capacity restrictions

- Implementation of 4th-6th grade Class Size Reduction in 2024-25
- Goal is TK at every site for 2026-27

# Enrollment Center Processes

## Year Round Processes

- **General Enrollment for Grades K-12th (7822 applications)**
- **General Enrollment for Transitional Kindergarten-TK (814 applications)**
- **Household Update/School to School transfers (1827 applications)**
- **GATE Transfers (23 applications )**
- **Priority Enrollment- Foster Youth Students, Unhoused Students (McKinney Vento), Special Education (202 applications)**
- **Administrative Transfers via Constituent Services (97 applications)**
- **New Address Creations( 587 applications)**

## School Choice Processes

- **High School Specialty (Nov-Jan, 1694 applications)**
- **TK (Jan, 1716 applications)**
- **K-8 Open Enrollment (Feb-Mar, 2483 applications)**
- **Intra/Inter District Permits (May-June, 1029 applications)**

# Enrollment Center Staffing & Hours

## Enrollment Center Staffing

**Director**

**Attendance and Enrollment Specialist**

**Permit Specialist**

**Specialty Program and Open Enrollment Specialist**

**TK Enrollment Specialist (newly-created position, vacant)**

**7- Admission and Family Service Technicians (1 vacant)**

**Office Technician**

## Matriculation Orientation Center (MOC) Staffing

**10- Assessor Translators**

**(Spanish, Hmong, Chinese, Vietnamese, Russian, Dari, Farsi, Pashto)**

**Matriculation Orientation Specialist**

## Hours of Operation

**Monday-Friday 8:00AM- 5:00PM**

**Applications are open 24 hours/ 7 days week**

# Questions and Discussion