



Open Enrollment
2019-2020
Frequently Asked Questions

Elementary and Middle
School
Grades K - 8

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

1. What is Open Enrollment?

Open Enrollment is an opportunity for each student **who resides permanently within the boundaries of Sacramento City Unified School District** to apply for enrollment in elementary and middle (**Grades K-8**) schools within the district, when space is available.

2. Who is eligible to participate in the Open Enrollment Program?

Only those students who reside within the SCUSD attendance area are eligible to participate in the Open Enrollment process.

3. Is transportation provided by the school district to my Open Enrollment School?

No, transportation is not provided for Open Enrollment Students. Parents are responsible for transporting their Open Enrollment students.

4. Where can I apply to participate in Open Enrollment?

Current Kindergarteners who will be 1st graders in **2019-2020** as well as students currently in **grades 1st -7th** can apply through the 24 hour online application process on our website which begins at **8:00 a.m. Tuesday, February 5, 2019 and ends on Tuesday, February 19, 2019 at 5 p.m.** To apply online visit www.scusd.edu/open-enrollment.

You can also apply through the **walk-in application process** which begins on **Wednesday, February 13 and ends on Friday, February 15, 2019.** The Walk-in Application Process will be held at the **Enrollment and Attendance Center, located at**

5601 47th Avenue as follows:

Wednesday	February 13, 2019	9 a.m. – 3 p.m.
Thursday	February 14, 2019	12 p.m. – 5 p.m.
Friday	February 15, 2019	9 a.m. – 11 a.m.



5. Where can I get an application if I want to apply to one of the specialized programs (example: Alice Birney, Camellia Basic, Leonardo da Vinci, Phoebe Hearst)?

The Open Enrollment application is only available on the website @ www.scusd.edu/open-enrollment.

Walk in dates are listed on page one of this document. Please contact the Enrollment and Attendance Center at 916-643-9075 with any questions.

6. I missed the district Open Enrollment deadline. What can I do?

You may apply for an intra-district permit. The Enrollment Center will be accepting Intra District Permits beginning **Monday, April 1, 2019 through Friday, May 17, 2019 if you reside within the SCUSD attendance area.** (please attach grades, attendance and behavior reports from the last school the student attended.)

7. How many school choice options can I have?

Two. When filling out your application there will be two options available. Your first choice should be the school or program you *most* prefer – your No. 1 pick. If you prefer this school or program over all others, you may select “**no second choice.**”

If you are deciding between two programs or schools and each is *equally* desired, you may indicate both – one as your first choice pick and one as your second. Be aware, however, that if your second choice is approved, your child **will not** be placed on the first-choice waiting list.

If you are not approved for either your first or second choice, your child **will placed on the first-choice waiting list ONLY.**

8. Are my chances of getting into my first school of choice option increased if I decide to apply on the first day?

No. It doesn't matter when you apply, as long as you apply within the Open Enrollment time line. The Open Enrollment application process is **not** on a first-come, first-served basis. The District utilizes a computerized lottery system to ensure fairness.

9. If my child is already attending his/her school of choice through Open Enrollment placement, do I need to reapply?

No. You do not need to reapply to that school site. **Your school of choice becomes your neighborhood school.**

10. Does my child have the right to return to his/her neighborhood or current school after being accepted at his/her new school of choice?

If you accepted your Open Enrollment assignment, the school of choice becomes your “neighborhood” school. If you want to return to the school associated with your address you must go through the intra district permit process or Open Enrollment the following year, if the school is participating in that particular grade (please remember to attach grades, attendance and behavior reports from the current school to your intra district permit.)



11. If my child is attending a Sacramento City School on an inter-district permit (i.e., you live outside of the district boundaries), can I apply for Open Enrollment?

No. Children currently attending a Sacramento City School on an inter-district permit cannot apply during this period. However; there is a process to reapply/renew an inter-district permit.

12. Where can I get an inter-district permit?

You can get an inter-district permit from your own school district, our website at www.scusd.edu/enrollment or you can get a form from the **SCUSD's Enrollment and Attendance Center at 5601 47th Avenue or call us at (916) 643-2400**. Your current district must approve the inter-district permit first, and then you must submit it to the SCUSD Enrollment Center for processing. Inter- district permits must have attendance, behavior, and grade reports attached.

13. How will students be selected for placement?

Students will be selected for placement by a randomly computerized lottery selection process.

14. What happens if I am interested in a school that doesn't participate in Open Enrollment?

Parents will be required to complete an intra-district permit and will be contacted if/when space becomes available (please attach grades, attendance and behavior reports from the last school the student attended.)

15. Do I need to bring any documents to apply for Open Enrollment?

No. Residency will be verified by district personnel.

16. Is translation available during Open Enrollment?

Yes. Translators will be available in Chinese, Hmong, Russian, Spanish, and Vietnamese.

17. Can Special Education students participate in the Open Enrollment Process?

Yes. However, parents must indicate on the Open Enrollment application the Special Education Program Services their child is currently receiving. Students requiring special programs as a part of their Individual Educational Program (IEP) can participate in Open Enrollment based on space availability in both the required program and the school of choice. Students receiving Speech/Language Services, Resource Specialist Program (RSP) services and students who are fully included may apply for their school of choice through Open Enrollment.

Parents interested in their child attending a specific special day class (SDC) program should contact their Program Specialist in the Special Education Department: 643-9174.

18. Do all schools participate in the Open Enrollment Program?

No. Not all district schools participate in the Open Enrollment process. Some schools reach their grade level enrollment capacity prior to the Open Enrollment time period.



19. Can incoming Kindergarten students apply for Open Enrollment?

Yes. Under the **Kindergarten Readiness Act** students must be **age 5 by September 1st of 2019 school year to enroll (EC Section 48000[a]).**

20. Should I register my Kindergartener in his/her neighborhood school before I apply for Open Enrollment?

It is recommended that you register your Kindergartener in his/her neighborhood school before or after you apply for Open Enrollment in case your child is **not selected** through the lottery.

Please be advised that for the safety and security of all children **ONLY** the parent(s), legal guardian(s) or educational rights holder(s) may enroll a child into our district. **The parent/legal guardian/educational rights holder who enrolls the child will be REQUIRED TO PRESENT PHOTO IDENTIFICATION.**

The following documents are required to complete enrollment for students *NEW to the district.

Please bring the following documents to enroll your child at the Enrollment and Attendance Center.

1. Address verification: Bring ONE of the following forms:

CURRENT Mortgage Statement (Issued within 30 days)

CURRENT Property Tax Bill (Issued within 30 days)

CURRENT Rental / Lease Agreement with Landlord's Information (If the lease is older than one year OR is a month to month contract the current month's rent receipt is required)

CURRENT Utility Bill (SMUD, PG&E, or WATER) with correct same name and address in the parent/legal guardian or education rights holder's name (Issued within 30 days, NO PAST DUE BILLS will be accepted)

CURRENT Voter Registration (Issued within 30 days)

CURRENT Government Agency Letter (Issued within 30 days)

CURRENT Employment Pay Stub (Issued within 30 days)

2. Proof of birth – Original COUNTY ISSUED birth certificate or non-expired passport for each child

****(Returning Students May Be Required to Present Proof of Birth If Not Available in SCUSD'S Database)***

3. Immunization Record Current for each child. Grades 7th -12th a T-Dap Booster shot is required

****(Returning Students May Be Required to Present Immunization Record If Not Available in SCUSD's Database)***

4. CURRENT withdrawal grades and transcripts (Grades 9th – 12th only)

5. Individualized Education Plan (IEP) documentation for children receiving Special Education Services (if applicable)

6. Guardianship / Custody papers (if applicable)



HAS YOUR ADDRESS CHANGED?

Please bring the following documents to the Enrollment and Attendance Center

1. Photo I.D. of parent/legal guardian or education rights holder.
2. The new address verification as listed above (If a utility bill, it must be current within 30 days of issued date)

NO ADDRESS VERIFICATION IN YOUR NAME?

Important- If you reside with someone and you are the parent/guardian/educational rights holder and **do not** have address verification in your name, you **MUST BRING THE FOLLOWING:**

- Declaration of Residency form (DOR) **must be completed and signed** (see DOR form).
- A copy of the photo I.D. of the person who's name is on the address verification document.
- A copy or original of the address verification document.

IF A STUDENT IS HOMELESS Please contact the Enrollment and Attendance Center or the district's **Homeless Program Coordinator (916-277-6892)** for important enrollment information and see the "Summary of Rights for Homeless Students" flyer.

If You Have Further Questions Please Contact the Enrollment and Attendance Center at (916) 643-2400 or visit our website at www.scusd.edu/enrollment-center-k-12.

21. I live within the Sacramento City Unified School District boundary, but my child is attending a private school. Can my child apply for Open Enrollment?

Yes, because you reside within the SCUSD boundary.

22. Do GATE identified students receive priority preference in the lottery?

No.

23. When and how will I be notified whether my application for a "school of choice" was selected through the lottery process?

You will be notified by U. S. mail. Letters of notification will be mailed home by **Monday, April 1, 2019**. It is imperative that an updated residence address is on file with the district and on the Open Enrollment application.

24. Who has priority in the lottery selection process?

Lottery Selection Priorities:

First priority

- Siblings of students **already in attendance** at that school and will **continue to be enrolled** in the up-coming **2019-2020** school year.

Second priority

- Children whose parent/guardian(s) primary place of employment is the selected school site.



Third priority (administrative priority)

- When unique circumstances occur at a school site, such as a school closure, program changes, and/or over-crowding occurs; district administrators may institute a specific priority to meet staffing and housing needs.

Schools without Attendance Boundaries:

First priority

- Siblings of students already in attendance at that school and will continue to be enrolled in the up-coming school year.

Second priority

- Children whose parent/guardians' primary place of employment is the selected school site.

Third priority

- All other students who reside in the Sacramento City Unified School District attendance area, but are not included in the first or second priorities.

25. What happens if my child doesn't get accepted to the first or second school of choice?

Your child will only be placed on the waiting list for their first choice. Placement from the waiting list occurs only if space becomes available. The Enrollment and Attendance Center staff will contact the parent(s)/guardian(s) when and if space becomes available.

Students who apply to a specialized program and have not met the school's admissions requirements will not be included in the lottery. If the student hasn't applied to another site, the student must attend his/her neighborhood or current school.

26. What is the timeline for the school of choice registration?

Once your child has been accepted into your first or second choice school, **you must register** them at the Enrollment Center to attend the new school of choice within the dates during the two week period of **Monday, April 8 through April 12 (Spring Break Offices Closed April 15 – 19) Registration resumes Monday April 22 through Friday, April 26, 2019.** If you fail to complete the registration within this timeline, your child will be automatically dropped from the Open Enrollment school of choice list.

27. What schools do not have an attendance area boundary assignment?

<u>Elementary Schools:</u>	<u>Address</u>	<u>Phone Numbers</u>
Bowling Green - Chacon Academy, Grades K-6	6807 Franklin Blvd., 95823	433-7321
Bowling Green - Ken McCoy Academy/PHI Grades K-6	4211 Turnbridge Drive, 95823	433-5426
Camellia Basic Grades 1-6	6600 Cougar Drive, 95828	395-4520
Phoebe Hearst Basic, Grades K-6	1410 60th Street, 95819	277-6690



K-8 Schools:

	<u>Address</u>	<u>Phone Numbers</u>
Alice Birney Waldorf-Inspired eK-8	6251 13 th Street, 95831	395-4510
Leonardo da Vinci eK-8	4701 Joaquin Way, 95822	395-4635

28. Which schools and programs have admissions criteria that must be met in order for students to take part in the Open Enrollment lottery? (For additional information on these requirements, please contact the school site or click on the link under their school name on the website for specific requirements.)

Elementary Schools:

	<u>Address</u>	<u>Phone Numbers</u>
Camellia Basic, Grades 1-6	6600 Cougar Drive, 95828	395-4520
Phoebe Hearst Basic, Grades K-6	1410 60th Street, 95819	277-6690

K – 8 Schools

	<u>Address</u>	<u>Phone Numbers</u>
A.M.Winn Public Waldorf eK-8	3351 Explorer Drive, 95831	228-5880
Alice Birney Waldorf-Inspired eK-8	6251 13 th Street, 95831	395-4510
Leonardo da Vinci eK-8	4701 Joaquin Way, 95822	395-4635

29. What independent charter schools are in the SCUSD attendance area?

Schools

	<u>Address</u>	<u>Phone Numbers</u>
California Montessori, Grades K-8	2635 Chestnut Hill Drive, 95826	325-0910
Capitol Collegiate Academy K-8	2118 Meadowview Road, 95832	476-5796
Capitol Heights Academy, Grades K-8	2520 33rd Street, 95817	739-8520
Growth Public Schools	9320 Tech Center Drive, 95826	394-5007
Language Academy, Grades K-8	2850 49 th Street, 95817	277-7137
Sol Aureus College Prep K-8	6620 Gloria Drive, 95831	421-0600

St. Hope Public Schools

- | | | |
|---|---------------------------------|----------|
| <ul style="list-style-type: none"> • PS7 Elementary School, Grades K-5 | 5201 Strawberry Lane, 95820 | 649-7850 |
| <ul style="list-style-type: none"> • PS7 Middle School, Grades 6-8 | 2315 34th Street, 95817 | 649-7856 |
| <ul style="list-style-type: none"> • Yav Pem Suab Academy (K-6) | 7555 South Land Park Dr., 95831 | 433-5057 |

30. What dependent charter schools are in the SCUSD attendance area?

Schools

	<u>Address</u>	<u>Phone Numbers</u>
Bowling Green Charter – Chacon Language & Science, Grades K-6	6807 Franklin Blvd., 95823	433-7321
Bowling Green Charter –Ken McCoy Academy Grades K-6	4211 Turnbridge Drive, 95823	433-5426
New Joseph Bonnheim Community Charter Grades K-6	7300 Marin Avenue, 95820	277-6294

Please contact the Open Enrollment Department at (916) 643-9075 for more information. You can also visit the district website at www.scusd.edu/open-enrollment and click the Open Enrollment link.