



**OFFICE OF THE SUPERINTENDENT**

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Jorge A. Aguilar, Superintendent

Elementary and Middle School  
K-8

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January 22, 2019

Dear Parents/Guardians:

Open Enrollment is an opportunity for Sacramento City Unified School District students to apply for an elementary or middle school that is different from their neighborhood school. If your child is planning on attending your neighborhood school next fall, you do not need to participate in Open Enrollment.

Open Enrollment placements are based on space availability for the **2019-2020** school year. Parents or guardians must 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 elementary and middle 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](http://www.scusd.edu) Open Enrollment link beginning at 8:00 a.m. Tuesday, February 5 until 5:00 p.m. Tuesday, February 19, 2019.
  - If you wish to **apply in-person**, you may do so at the **Enrollment and Attendance Center located at 5601 47<sup>th</sup> Avenue**. The in-person application period will be held on the following dates/times:

<b>Wednesday, February 13, 2019</b>	<b>9:00 a.m. – 3:00 p.m.</b>
<b>Thursday, February 14, 2019</b>	<b>12:00 p.m. – 5:00 p.m.</b>
<b>Friday, February 15, 2019</b>	<b>9:00 a.m. – 11:00 a.m.</b>

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 is not selected during this step, he/she will be placed on a waiting list. If space becomes available, you will be contacted by the school site staff.
3. **Lottery Placement Notification:** Letters of lottery placement notification will be mailed home by **April 1, 2019**. Upon notification, parents are required to complete the student registration process at the Enrollment and Attendance Center during the period of **Monday, April 8 through Friday, April 26, 2019**. Please note that the Enrollment and Attendance Center will be closed for Spring Break the week of April 15<sup>th</sup>.
4. **Elementary and Middle School Specialized Programs:** Students seeking to apply for a specialized program must contact the elementary or middle school and/or visit the school website regarding specific enrollment criteria requirements.

For more information about the Open Enrollment process, please feel free to access our website at [www.scusd.edu](http://www.scusd.edu) or contact Lisa Lewis at (916) 643-9075 or by email at [lewisl@scusd.edu](mailto:lewisl@scusd.edu).

Sincerely,

Jorge A. Aguilar  
Superintendent