



OFFICE OF THE SUPERINTENDENT

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December 12, 2011

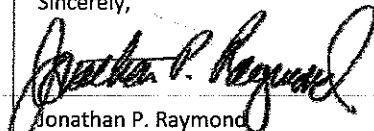
Dear Parents/Guardians:

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 elementary, K-8, middle or high schools within the district, **based on space availability** for the 2012-2013 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 elementary, K-8, 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. Monday, January 30 until 5:00 p.m. through Friday, February 10, 2012.
 - 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 from Wednesday, February 8th to Friday, February 10, 2012. District personnel will be available to assist you from 9:00 am to 4:00 pm.
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 in mid-March 2012. Upon notification, parents are required to complete student registration at the Enrollment Center during the period of **Monday, April 9 - Friday, April 20 2012**.
4. **High School Specialized Programs:** Student 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 Michael Crosby, Director at (916) 643-9075.

Sincerely,



Jonathan P. Raymond
Superintendent