



## OFFICE OF THE SUPERINTENDENT

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*Jonathan P. Raymond, Superintendent*

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December 12, 2011

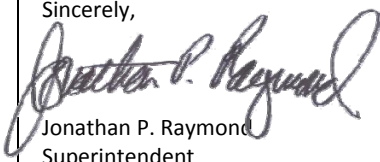
Dear Parents/Guardians:

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](http://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 47<sup>th</sup> 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:** Students 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](http://www.scusd.edu) or contact Michael Crosby, Director at (916) 643-9075.

Sincerely,



Jonathan P. Raymond  
Superintendent