

# Open Enrollment for the 2012-2013 School Year FAQs

## Open Enrollment Calendar (Subject to Change)

Nov. 30-Dec. 14, 2011	Priority Enrollments*
January 11-February 1, 2012	Open Enrollment Online Applications Accepted
February 1, 2012	Applications Due
March 2, 2012	Notification Letters Mailed
March 14-28, 2012	Registration for Open Enrollment Students
April 11-17, 2012	Late Application Period
May 4, 2012	Open Enrollment 2011-2012 Ends
May 7 - June 15, 2012	Interdistrict Transfer Requests

\*Enrollment Priorities, with specific criteria, are given to:

- 1) Siblings of students already enrolled at a school of choice
- 2) Pasadena Unified School District employees

**Once enrolled, a student does *not* have to reapply annually.**

### What is Open Enrollment?

Open Enrollment is Pasadena Unified School District's (PUSD) school of choice program that offers families the opportunity to attend schools outside of their neighborhood school's attendance boundaries. Each year, schools project student enrollment based on demographic data about the number of school-age children residing within a campus' attendance boundaries. Any seats not occupied by neighborhood students are made available for Open Enrollment.

### How do I select the right school for my child?

First, learn about your neighborhood school and explore PUSD's signature programs for your child. All campuses offer rigorous academic programs aligned to California learning standards, highly qualified teachers and an array of enrichment opportunities. PUSD schools continue to demonstrate consistent academic improvement. PUSD serves the communities of Pasadena, Altadena and Sierra Madre.

### What should I do to enroll my child at our neighborhood school?

To support the schools planning it is strongly encouraged that all families enroll no later than March 1, 2012. Simply go to your neighborhood school and enroll your child. If you are registering your child for the first time at a PUSD school, you must present the following:

- Your child's birth certificate
- Your child's most recent immunization and vaccination record
- Proof of residency in the form of a recent gas, electric or water bill in the parent/guardian's name

- Second proof of residency in the form of either a deed of trust, mortgage payment receipt, rental/lease agreement, property tax bill or closing escrow papers
- Transcripts from your child's previous school (if applicable)

### **Who should apply for Open Enrollment?**

Incoming Kindergarten – 11<sup>th</sup> grade students who live in the Pasadena Unified School District are eligible to apply. There are no academic or other requirements.

### **How do we apply for Open Enrollment?**

1. Read the school profiles in the annual *Parent's Guide to Schools* available in November.
2. Take a school tour and visit school events.
3. Complete the 2012-2013 application online at [www.openenrollment.info](http://www.openenrollment.info) Indicate your top three school choices in order of preference. The application can be completed and submitted online from any computer with internet service.

### **Should I submit an Open Enrollment application to enroll my child in Don Benito, Norma Coombs or Marshall Fundamental?**

Yes. You must complete an Open Enrollment application to attend any PUSD school other than your neighborhood school, including the three permit-only schools: Don Benito, Norma Coombs and Marshall Fundamental. However, these schools offer "neighborhood preference." See below.

### **What is "Neighborhood Preference"?**

The three permit-only schools are subject to "neighborhood preference," which means 25 percent of open seats are set aside for students who live within defined zones around the three permit-only schools (Don Benito, Marshall and Norma Coombs). However, preference only applies when seats are available in the requested grade levels and applicants who live in the "neighborhood preference" zones list their permit-only school as their **first** choice on the application. Applicants are selected through a random lottery. "Neighborhood preference" does not apply when the permit-only school is listed as the 2<sup>nd</sup> or 3<sup>rd</sup> choice.

### **At what age is my child eligible to enroll in Kindergarten?**

Children must be five years old on or before November 1, 2012 to enroll in Kindergarten for the school year beginning August 2012.

### **How can I get even more information?**

Visit the District's web site, [www.pusd.us](http://www.pusd.us), the week of November 21, 2011 or contact the Welcome Center, 626-396-3600 x.88340. (District staff will also present and answer questions at PEN's "Navigating Open Enrollment" program on Tues., Nov. 29, 7-9pm at the Pasadena Central Library auditorium.)