



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Procedures for Capping School Enrollment

**NUMBER:** REF-5501.1

**ISSUER:** Rena Perez, Director  
Master Planning and Demographics  
  
Mark Hovatter, Chief Facilities Executive  
Facilities Services Division

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<b>ROUTING</b>
Local District Superintendents
Local District Administrator of Operations
Principals
School Administrative Assistants

**POLICY:** The purpose of this Reference Guide is to outline the procedures related to capping the enrollment of a school: a) capping a school’s enrollment, including the 3% notification; b) resuming the enrollment of students or backfilling; and c) return options at the end of the school year.

**MAJOR CHANGES:** This reference guide replaces REF-5501.0 of the same title dated June 20, 2011. It also reflects the current organizational structure of School Management Services/Master Planning and Demographics within Facilities Services Division and provides a new contact information.

**PROCEDURES:** I. BACKGROUND

The Capacity Adjustment Program (CAP) is a component of the District’s plan for relieving overcrowded schools. Master Planning and Demographics calculates the capacity at schools and works with various District offices to coordinate the allocation of classroom space in schools. School Management Services/Master Planning and Demographics authorizes the capping of schools and coordinates the assignment of traveling students and all operational responsibilities related to the CAP.

II. PROCEDURES

A. Capping a School’s Enrollment

School Management Services/Master Planning and Demographics staff may cap the enrollment of a school each year when it exceeds the classroom space available. When the principal determines that capping may be necessary, the following procedures should be implemented:

1. The principal notifies the Local District Superintendent or designee using the “3% Memorandum” (Attachment A) when the enrollment of the school is within three percent (3%) of the operating capacity in kindergarten and/or grades 1-5/6 at elementary schools or in all grades at secondary schools.
2. The Local District Administrator of Operations or designee reviews the enrollment data with the principal and forwards an approved copy of Attachment A to School Management Services/Master Planning and Demographics, Beaudry Building, 23rd Floor. The completion of Attachment A is necessary before a school can be capped, even when the school was capped the previous school year.



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3. The Principal or designee should maintain an enrollment log of new enrollees who have submitted completed enrollment packets in the order of their arrival. Include the date, time and signature of the parent acknowledging that he/she was informed the school may be capped and transportation to another school may be necessary.
4. When all enrolled students have reported to register-carrying teachers in classroom settings causing the school to be at or beyond its agreed upon capacity, the principal completes Attachment B and sends it to the local district superintendent for approval. The Local District Administrator of Operations forwards an approved copy to School Management Services/Master Planning and Demographics, Beaudry Building, 23rd floor, to request capping the school.
5. Schools that reach their capacity by issuing permits and open enrollment transfers to non-resident students will not be allowed to cap and bus out resident students. Please review the Permits and Open Enrollment bulletin for guidelines and procedures related to issuing permits and open enrollment transfers.
6. When it has been agreed that capping the school is necessary, school staff and School Management Services/Master Planning and Demographics staff will initiate the following procedures:
  - a. Schools are to notify parents during registration of their children that the school is capped. Determine which students, if any, must be transported by applying the “**last in, first out**” process for new enrollees. If transportation arrangements are not completed, students must be enrolled and placed in a classroom setting at the sending school until transportation is provided.
  - b. When students are to be capped, parents have the following options:
    - To enroll at a specific integrated receiving school with District transportation provided, if such a school has been identified.
    - To enroll at a specific PHBAO receiving school with District transportation, if such a school has been identified.
    - To enroll at a school with available space when an open enrollment transfer can be issued within District guidelines, with no District transportation provided.

Note: See the most current Facilities Services Division bulletin entitled “Open Enrollment Transfers for Elementary and Secondary Students”. Secondary students who choose this option may apply to the administrator of the school of choice for MTA transportation.



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- To enroll at an adjacent school with available space, an Overcrowded Permit may be issued with no District transportation provided.

Note: See the most current Student Health and Human Services Bulletin entitled “Intra-District (School to School) Permit and Student Transfers in Elementary and Secondary Schools”.

- c. When an identified Special Day Class student enrolls in a capped school, the principal should call the appropriate Local District special education coordinator for assistance and placement.
- d. Sending and receiving school principals follow CAP procedures outlined in the Capacity Adjustment Program Directions, which is available separately from School Management Services/Master Planning and Demographics.
- e. CAP students remain at the receiving school for the entire school year.
- f. Permits may no longer be issued to siblings of CAP students attending elementary PHBAO receiver schools.

### B. Resuming the Enrollment of Students or Backfilling

The principal should use the following guidelines to enroll students in a school which has been capped as space becomes available during the year through attrition:

1. After a school is capped, classroom space in the capped school becomes available when students transfer out. Schools must backfill during the year to the operating capacity agreed upon at the E-CAST, excluding special education and magnet programs.
2. If a parent wants to enroll two or more students in a capped sending school where there is space for only one of the students, the following options are to be given:
  - a. Enroll one student in the one available space and transport the other student(s) to a CAP receiving school.
  - b. Transport all of the students to a CAP receiving school thus assuring that all siblings will attend the same school.
3. If parents want to enroll two or more students in a capped sending year-round school where there is space, but on different tracks, the following options are to be given:
  - a. Enroll the students on different tracks with an explanation that the siblings will have different days of attendance and vacation.



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- b. Transport all of the students to the same CAP receiving school thus assuring that the siblings will attend the same school on the same dates.

The Local District Administrator of Operations or designee will review enrollment data with the principal. If the memorandum is approved by the Local District Administrator of Operations or designee, a copy is forwarded to School Management Services/Master Planning and Demographics, Beaudry Building, 23rd Floor.

### C. Return Options at the End of the Year

It is at the discretion of the sending school principal to determine the return rights of the CAP students to anticipated space for the next school year. The principal has two options:

1. Option 1: If space is not available, the students remain in the CAP at the receiving school.
2. Option 2: If space is available, the principal at the sending school determines the number of returning students for the next year and:
  - a. Notifies the CAP students' parents in writing that the students have an option to return to the sending school. Return options may be based on space, grade level, or program availability.
  - b. Sends a list of CAP students who will no longer participate in the program to the receiving school.

**AUTHORITY:** This is a policy of the School Management Services/Master Planning and Demographics, Facilities Services Division

**RELATED RESOURCES:** Not Applicable

**ASSISTANCE:** To review a school's capacity, call Master Planning and Demographics at (213) 241-8044. To review procedures to CAP, call Vincent Maffei, School Management Services/Master Planning and Demographics, at (213) 241-7597.



