



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: District's K-12 Open Enrollment Transfers Procedure

NUMBER: REF-088707.0

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Facilities Services Division

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PURPOSE: This Reference Guide provides instructions to schools and offices on how to process Open Enrollment Transfers.

MAJOR CHANGES: This Reference Guide replaces BUL-066305.0 dated April 8, 2019. The content includes updated instructions on the processing of Open Enrollment Transfers. Policy guidelines have been issued separately under Policy Bulletin No. 086303.0.

- INSTRUCTIONS:**
- A. Available Open Enrollment Space**
Each year, classroom space is identified for resident and special education students, continuing permit students, traveling students, and projected resident growth. Remaining space may be utilized for Open Enrollment Transfers and will be identified by the principal during the E-CAST process in the spring.
1. The Memorandum "*District's K-12 Open Enrollment Transfers Timeline*" issued each year in March by the Facilities Services Division will provide specific dates for the application period and deadlines.
 2. On the first day of the Open Enrollment application period, the number of Open Enrollment Transfer spaces authorized for the upcoming school year in elementary and secondary schools will be published on the District's K-12 Open Enrollment portal at <https://apply.lausd.net>. Schools that have declared no seats available will not be listed.
 3. For students newly arriving in the residence area of a Satellite Zone (SAT) or a Capacity Adjustment Program (CAP) school, the usual time constraints for Open Enrollment applications do not apply. The school is to inform students and parents/guardians regarding all options and assist in determining where space is available at another school.

ROUTING
All Employees
All Locations



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4. If the number of applicants does not exceed the number of available spaces, and integration guidelines are met, all applicants will be offered Open Enrollment seats until the designated available space is exhausted or the final late application deadline date occurs, whichever happens first.

B. Integration Guidelines

1. Schools that are integrated, based on the current year's Ethnic Survey Report, may accept any child as long as space is available; the school maintains its integration status; and its Other White (OW) percentage does not exceed 60 percent (or, where indicated, 70 percent) of the total school population.
2. Predominantly Hispanic, Black, Asian, and Other Non-Anglo (PHBAO) schools that have an OW percentage within the 25-29.9 percent range must maintain their OW percentage within available space.
3. PHBAO schools that have an OW percentage within the 0-24.9 percent range are not restricted by any integration guidelines that would prevent the parental choice process from being implemented, as long as the school has classroom space available.

C. Online Submission or Paper Submission

1. Applications may be submitted online through the District's K-12 Open Enrollment portal at <https://apply.lausd.net>.
2. The traditional paper application method remains available for parents/guardians who prefer to submit by paper.
3. By the first day of the Open Enrollment application period, blank application forms, in various languages, will be available at participating schools for individuals who request one. Simultaneously, the online portal at <https://apply.lausd.net> will be made accessible to school staff and interested parties.
4. Attachment A provides step-by-step instructions for either method.
5. Once the on-time Open Enrollment deadline date has passed, no late applications will be accepted until the selection process has closed. After schools receive their District K-12 Open Enrollment rosters, they may accept late applications in the order they are received. If there are declared Open Enrollment seats available, schools may accept and enroll the students. If there are no declared Open Enrollment seats available, late applicants may be added to the waitlist in the order they are received.



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D. Electronic Drawing

1. In cases where the number of online and paper applicants exceed the declared number of Open Enrollment seats, a random, unbiased electronic drawing (managed by the Office of School Design Options / Unified Enrollment and conducted by the Information Technology Division) shall be used.
2. In all electronic drawings, when one sibling's name is drawn and the parent/guardian has accepted the offer, other siblings shall also be issued Open Enrollment Transfers to that same school in order to keep the family together, as is the District's preference. The number of siblings could significantly decrease the amount of available space at a school. The authorized number of Open Enrollment transfers increases by one for each sibling accommodated as a new Open Enrollment enrollee.
3. Parents/guardians of students selected by the electronic drawing shall be notified of the school's offer either by mail or email (depending on their preferred form of communication as indicated on their application). Parents/guardians of all other applicants shall be notified by the school of choice of their positions on the waiting list and subsequently notified promptly if their children become eligible for Open Enrollment Transfers.
4. The Office of School Design Options / Unified Enrollment will provide each school with a list of selected students along with a ranked wait list of remaining applicants. This list will be available on the Open Enrollment Portal.
5. Open Enrollment Transfers shall be issued to those on the waiting list only to replace those original applicants who have either withdrawn their applications or who have not enrolled by the end of the first week of the assigned track of the new school year. School site administrators will be responsible for notifying individuals on the wait list (in order of wait list rank) if/when seats become available.



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E. Initial and Final Rosters

1. After the on-time application deadline, a date which is specified in the annually issued “*District’s K-12 Open Enrollment Transfers Timeline*” Memorandum, the Information Technology Division will conduct a technical review of the online and paper applications, as well as electronic drawings, when needed, in order to generate initial school rosters. When prompted, schools must immediately review their rosters and communicate any issues or concerns to School Management Services / Master Planning and Demographics.
2. School Management Services / Master Planning and Demographics will notify schools that their final rosters are ready for parents/guardians to accept or decline.
3. After the final roster is provided to the school, it is the responsibility of the school to manage its final roster/waitlist until the final late application Open Enrollment deadline date as specified in the associated timeline Memorandum.

F. Opportunity Transfer

Opportunity transfer students may apply for Open Enrollment as long as the receiving school administrator can confirm on the MiSiS Student Transfer Form/PAR that the conditions for the return to the home school have been met. If the conditions have been met, the student takes the MiSiS Student Transfer Form/PAR to the home school for its information and records. The student or the parent/guardian then initiates the Open Enrollment Application process by requesting that the home school administrator sign the application. The student or the parent/guardian then applies to the school of choice. If the conditions have not been met, the opportunity transfer student may not apply for Open Enrollment.

G. Special Education

Paper applications indicating the need for Special Education services shall be received, timestamped and processed as in any regular Open Enrollment application. If the student is selected in the regular District process, the school’s Special Education Service Center must be notified of the student’s selection so that the appropriate supports and services can be provided.

1. Any operational questions regarding special education programs should be referred to the Special Education Service Center, Operations at (213) 241-6701.



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2. Any instructional questions regarding special education programs should be referred to the Special Education Service Center, Instructional contacts listed below.

<u>Local District</u>	<u>Telephone Number</u>
Northeast	(818) 686-4400
Northwest	(818) 654-5001
South	(310) 354-3431
East	(323) 224-3309
West	(310) 235-3710
Central	(213) 241-4630

H. Reporting Open Enrollment Transfer Information on MiSiS

1. Once a new student Open Enrollment Transfer application has been approved, the school of choice must send written notification to the applicant and the school of attendance. The school of attendance, upon request from the parent/guardian of the Open Enrollment applicant, will release the student and issue a Student Transfer Form from MiSiS. For directions to generate the report, refer to the “Student Transfer Form” Job Aide, available at <https://misis.lausd.net>. If necessary, the Open Enrollment applicant takes the Student Transfer Form to the new school of choice to enroll.
2. In October of each year, all schools will complete an Annual Student Open Enrollment Transfer Tally Report for School Management Services / Master Planning and Demographics as required by the terms of Assembly Bill 1114 (1993).

RELATED

RESOURCES:

An associated Open Enrollment Policy Bulletin (“*District’s K-12 Open Enrollment Transfers for Elementary and Secondary Students*”) and Memorandum (“*District’s K-12 Open Enrollment Transfers Timeline*”) are issued by the Facilities Services Division.

ATTACHMENT:

Attachment A – Online or Paper Submission

ASSISTANCE:

For assistance or further information, please contact Vincent Maffei at School Management Services / Master Planning and Demographics at (213) 241-7597 / (213) 241-8044.



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ATTACHMENT A

Online or Paper Submission

Families with more than one child or with twin children shall complete an individual Open Enrollment Application (either electronically or via paper) for each child. For either method, the steps are outlined below.

ONLINE SUBMISSION	PAPER SUBMISSION
<ul style="list-style-type: none"> - The online application is available on the District K-12 Open Enrollment website and https://apply.lausd.net - Families must create a parent account (username and password) to access the account. (If a parent applied for a magnet program online or last year submitted an online Open Enrollment Application, the same parent account can be used for this year's Open Enrollment.) - Please reference the Open Enrollment User Guide on the website for any questions regarding parent account registration, or email applyforschools@lausd.net with any additional questions. - The online application requires the electronic signature of a parent or guardian. - For informational purposes only, the Office of School Design Options / Unified Enrollment will notify schools of attendance about each resident student's Open Enrollment application. - Parents/Guardians log into their account, accept or decline the offer online. 	<ul style="list-style-type: none"> - Central Office will provide blank paper applications to be received by school sites prior to the first day of the Open Enrollment Application period. These forms will arrive via school mail in a green envelope. - Please do not make blank copies. Central Office cannot properly scan an application that is a copy of an original application. If you need additional forms, please contact Master Planning and Demographics at (213) 241-8044. - The application must be completed and signed by the parent/guardian. The application can be submitted to the school of choice. - School sites should ensure that all paper applications they receive are both complete and legible. Incomplete applications will not be processed. - Staff at the school of choice makes hardcopies of paper applications and keeps these copies on file. - Staff at the school of choice must send all original completed paper applications it has received to Master Planning and Demographics on a daily basis, as soon as paper applications are received, and until the year's Open Enrollment is officially over. - Mail applications to the following school mail address: Master Planning and Demographics c/o Asset Management Branch 23rd Floor, Beaudry - All paper applications must be received by Master Planning and Demographics by the On-Time Application Deadline for inclusion in case an electronic drawing is required for a school.