



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Open Enrollment Transfers Timeline for K-12 Students for 2013-2014

**NUMBER:** REF-5983

**ISSUER:** Bruce Takeguma, Director  
School Management Services

Mark Hovatter, Chief Facilities Executive  
Facilities Services Division

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## ROUTING

Educational Service Center  
Instructional Area Superintendents  
and Instructional Directors

Educational Service Center  
Administrators of Operations and  
Operations Coordinators

Intensive Support & Innovation  
Instructional Area Superintendent  
and Instructional Directors

Intensive Support & Innovation  
Administrator of Operations and  
Operations Coordinators

Principals

School Administrative Assistants

**PURPOSE:** This revision updates the Facilities Services Division Reference Guide REF-5371.2 of the same subject, dated January 27, 2012. The content has been revised to reflect changes in the Open Enrollment Transfers timeline for K-12 students for 2013-2014.

## MAJOR CHANGES:

The Open Enrollment Transfers timeline has been aligned with Proposition 39 decisions regarding co-location offers at District schools. The start date for the Open Enrollment period will begin on Monday, May 6, 2013. The final Open Enrollment application date before a drawing will be on Friday, May 24, 2013.

School drawings, where necessary, will take place from May 28 to May 31, 2013.

The deadline for accepting open enrollment transfers, if open enrollment space remains, is Friday, August 30, 2013.



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## INSTRUCTIONS: I. OPEN ENROLLMENT APPLICATION CALENDAR FOR ALL SCHOOLS

- Open enrollment application period begins ..... May 6, 2013
- Final application date before drawing ..... May 24, 2013
- Drawing, where necessary ..... May 28 – May 31, 2013
- Notification of applicants ..... June 3 – June 7, 2013
- Deadline for accepting open enrollment transfer applications,  
if open enrollment space remains ..... August 30, 2013
- Once the open enrollment deadline date has passed, no applications will be accepted until the following spring for the next school year.

## II. OPEN ENROLLMENT SPACE AVAILABLE

The number of open enrollment transfer spaces authorized for the 2013-2014 school year in elementary and secondary schools will be published on May 6th and will also be posted at [www.lausd.net](http://www.lausd.net) at that time. Schools that have declared no seats available will not be listed.

**The 2013 Open Enrollment applications, in various languages, will be posted at [www.lausd.net](http://www.lausd.net) on May 6th.**

**RELATED RESOURCES:** BUL-5606.1; Open Enrollment Transfers for Elementary and Secondary Students; Facilities Services Division; dated September 11, 2012.

**ASSISTANCE:** For assistance or further information please contact Bruce Takeguma, Director, School Management Services, at (213) 241-3344.