



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

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**TITLE:** Open Enrollment Transfers Timeline for K-12 Students for 2018-2019

**NUMBER:** REF- 045594.0

**ISSUER:** Rena Perez, Director  
School Management Services /  
Master Planning and Demographics

Mark Hovatter, Chief Facilities Executive  
Facilities Services Division

**DATE:** March 12, 2018

**ROUTING**  
Local District  
Superintendents  
Administrators of  
Operations  
Operations Coordinators  
Instructional Administrators  
Instructional Directors  
Principals  
School Administrative  
Assistants

**PURPOSE:** The Open Enrollment Transfers timeline has been adjusted to take into account Proposition 39 decisions regarding co-location offers at District schools.

The start date for the Open Enrollment period will begin on **Monday, April 30, 2018.**

The final Open Enrollment application date before an electronic lottery is on **Friday, May 18, 2018.**

The deadline for accepting open enrollment transfers, *if open enrollment space remains*, is **Thursday, September 6, 2018.**

**MAJOR CHANGES:** This revision updates the Facilities Services Division Reference Guide REF-6470.2 of the same subject, dated March 8, 2017. The content has been revised to reflect changes in the Open Enrollment Transfers timeline for K-12 students for 2018-2019.



**INSTRUCTIONS:**

**I. OPEN ENROLLMENT APPLICATION CALENDAR FOR ALL SCHOOLS**

Open enrollment application period begins .....April 30, 2018

Application deadline .....May 18, 2018

Deadline for accepting open enrollment transfer applications,  
if open enrollment space remains ..... September 6, 2018

**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 2018-2019 school year in elementary and secondary schools will be published on April 30th and will also be posted at <https://apply.lausd.net> at that time. Schools that have declared no seats available will not be listed.

**The 2018 Open Enrollment applications, in various languages, will be posted at <https://apply.lausd.net> on April 30th.**

**RELATED RESOURCES:**

BUL-6491.2; Open Enrollment Transfers for Elementary and Secondary Students; Facilities Services Division; dated April 3, 2017.

**ASSISTANCE:**

For assistance or further information please contact Vincent Maffei at (213) 241-7597 or Rena Perez, Director, School Management Services / Master Planning and Demographics, at (213) 241-7599.