



## Pacifica School District

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*Preparing Students for an Evolving World*

www.pacificasd.org

### MEMORANDUM

*Integrated Services and Human Resources*

Meeting of 08-24-16

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Ray Avila, Ed.D., Associate Superintendent

**SUBJECT:** Student Enrollment Procedures- Update

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#### Background

In 2011, the District developed the Pacifica School District Student Enrollment Procedures Handbook that provides guidelines to inform staff and parents about student registration, kindergarten and 6<sup>th</sup> grade lotteries, wait list procedures, and information on general policies regarding enrollment based on established practices. We continue to reflect on these practices as situations arise over the year, as well as consider new legislation and programs.

After reviewing the current procedures, the following are changes we believe will strengthen our procedures. A Student Enrollment Procedures handbook with Mark-ups and one without mark-ups for ease of reading have been attached. The page numbers referenced in the sections below, refer to pages in the Mark-up handbook.

1. Updated Table of Contents
2. New Principal, Pg. 5
  - a. Changed Karen Gnusti to Joseph Funk
3. New Immunizations Law Added, Pg. 6
4. 6<sup>th</sup> Grade Transfer Procedures, Pg. 12
  - a. #3: Changed wording from last school day to the last Friday.
  - b. #5: Changed School day to Friday
5. 6<sup>th</sup> Grade Transfers/Lottery Process, Pg. 12
  - a. #1: Changed School day to Friday