



Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044
(650) 738-6600 ★ (650) 557-9672 (fax)

Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Integrated Services and Human Resources

Meeting of

02/15/17

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

FROM: Ray Avila, Associate Superintendent

SUBJECT: E 5116.1 Intradistrict Open Enrollment

Recommendation:

It is recommended the Board approve the revisions made to the PSD Student Enrollment Procedures, and these procedures be accepted as an Exhibit for BP/AR 5116.1 (Intradistrict Open Enrollment).

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 6th 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.

Board Policy 5116.1 provides definition of the PSD Open Enrollment process and Administrative Regulation 5116.1 gives action for the Kindergarten and Sixth grade enrollment and lottery process (see attached). There is currently no Exhibit for this BP/AR.

There have been questions regarding the definition of full-time employees since there are different definitions depending on the area being addressed, e.g., .75 full-time equivalence (FTE) equates to full time status for an employee health benefits. After reviewing the current Student Enrollment Procedures, the following are suggested changes we believe will clarify the definition of full-time employees. 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.

Change in the language for Kindergarten Lottery and Sixth Grade Lottery (Changes will be adjusted throughout the handbook)

- a. After the words "**full-time**" in the section titled, Kindergarten Children of District Employees (page 11, item #1) to add (**full-time is defined as .80FTE to 1.0FTE**).
- b. After the words "**full-time**" in the section titled, 6th Grade Transfers/Lottery Process (page 12) to add (**full-time is defined as .80FTE to 1.0FTE**).

This change clearly defines full-time in relation to Open Enrollment.

Attached is the proposed Exhibit 5116.1 for the Board of Trustees to review.