



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Integrated Services

Meeting of 09-13-17

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

FROM: Ray Avila, Ed.D., Executive Director, Integrated Services

SUBJECT: Student Enrollment Procedures- Update

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. For example, in the past, there have been parents who have expressed concern for not getting the school of choice during the District's lottery process. During this past school year four families shared this type of concern and resolution was provided by the opening of the 17-18 school year. 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.

- Cover Page, Update to ***"Revised February 2017"***
- Page 3, Current Pathways, line 6 - Deleted ***"the"*** and replaced with an ***"a"*** and also deleted the words ***"geared to easing the transition to high school."***
- Page 3, Current Pathways, line 7 - Deleted ***"any"*** and replaced with ***"the"***
- Page 4, under Ingrid B. Lacy Middle School, - Deleted ***"credentialed specialist"*** and replaced with ***"content specific"***
- Page 6, General Policies, Number 6 - Replaced ***"Associate Superintendent"*** with ***"Executive Director, Integrated Services"***
- Page 7, Wait List Procedures, Overview - Added #2 language that states ***"The wait list can be viewed at www.pacificasd.org. The online wait list is a replication of the official wait list with the privacy of confidential wait list numbers representing student's names."***
- Pages 9,11 & 12, Changed Full time from ***".80FTE to 1.0 FTE"*** to ***".75 to 1.0 FTE"***