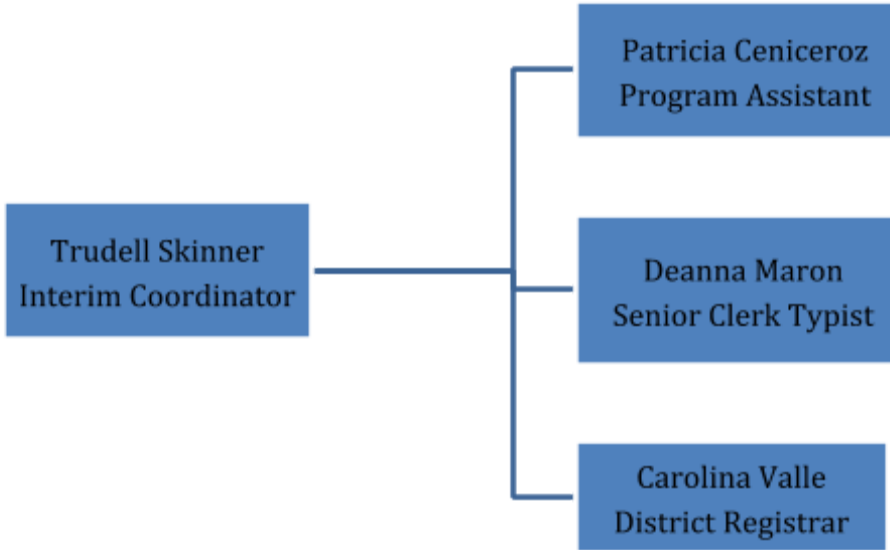


**PASADENA UNIFIED SCHOOL DISTRICT
ENROLLMENT, PERMITS & RECORDS
2018-19 DEPARTMENT ANNUAL PLAN**

Department	Enrollment, Permits and Records
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Department does and its purpose</i>	Facilitate processes, procedures, timelines and protocols to provide school admission choices to families to best meet the needs of their children. Store and make available the official records of current and alumni students.
DEPARTMENT THEORY OF ACTION (TOA) <i>Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.</i>	If we provide exceptional service to families by ensuring equitable access to the varied learning options and resources available, student enrollment and attendance will increase in PUSD.
DEPARTMENT ORGANIZATIONAL CHART	 <pre> graph LR A[Trudell Skinner Interim Coordinator] --- B[Patricia Cenicerroz Program Assistant] A --- C[Deanna Maron Senior Clerk Typist] A --- D[Carolina Valle District Registrar] </pre>
DEPARTMENT CONTACT	Trudell Skinner ext.88341
TELEPHONE/E-MAIL	(626) 396-3600 ext.88341 Skinner.trudell@pusd.us

<p>LIST OF SERVICES</p>	<p>Open Enrollment/School Choice</p> <ul style="list-style-type: none"> ● <i>Publicize School Tours and offerings at all sites</i> ● <i>Verify school attendance boundaries</i> ● <i>Prepare website for online application and lottery process for residents</i> ● <i>Collaborate with schools, parents and community partners regarding open enrollment deadlines, timelines and processes</i> ● <i>Train registrars, attendance clerks and other school personnel who assist with enrollment</i> <p>Interdistrict Permit Process</p> <ul style="list-style-type: none"> ● <i>Receive, approve or deny requests to exit or enter district</i> ● <i>Communicate with schools, families and other districts</i> ● <i>Assemble appeal panel (if needed)</i> ● <i>Collaborate with LACOE regarding appeals filed</i> <p>Intradistrict Permit Process</p> <ul style="list-style-type: none"> ● <i>Confirm with district and site staff available spaces per grade level remaining at each school</i> ● <i>Accept and approve or deny permit requests of new students to PUSD</i> ● <i>Collaborate with CWAS, FIT, SPED or Foster Youth for best placement of students (ongoing)</i> <p>Student records</p> <ul style="list-style-type: none"> ● <i>Current and alumni students</i> ● <i>Courts/jails</i> ● <i>Colleges/universities/tech schools</i> ● <i>Employers</i> ● <i>Third party Companies</i> ● <i>Transfer records to CDs and backup to District server</i>
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DEPARTMENT GOALS

<p>1. Department Goals (Outcomes) 2018-19 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i></p>	<p>Metrics (C) <i>How will you measure impact?</i></p>	<p>Targets (D) <i>Include baseline level, if available</i></p>
<p><i>1. Inform more resident families about school options, Open Enrollment timelines and processes. Continuously improve service model and program delivery.</i></p> <p><i>2 Explore options for revising Open Enrollment School Choice process, including school boundaries, to promote Socio Economic Integration (sight revision for 2019-2020; fully</i></p>	<p><i>Increase the number of Open Enrollment education sessions by partnering with community organizations.</i></p> <p><i>Increase the number of current PUSD residents participating in Open Enrollment Process and decrease the number of Interdistrict permit requests to exit PUSD.</i></p> <p><i>Update FAQ's regarding Open Enrollment process on PUSD website</i></p> <p><i>Number of collaboration meetings: MSAP Coordinator, Cal-Tech,</i></p>	<p><i>Baseline: Open Enrollment Employees: 47 1st Lottery: 1750 2nd Lottery: 494</i></p> <p><i>Baseline: Interdistrict to exit Approved: 199 Denied: 39 Voided: 4</i></p> <p><i>Baseline: Interdistrict to enter Approved: 379</i></p> <p><i>Target and increase outreach to Pre-K families to align with academic goal of reading by 3rd grade [Baseline: 3 plus First Choice Festival (2017-2018); 3 plus First Choice Festival (2016-2017)].</i></p> <p><i>Target families of English Learners, free and reduced meal eligible students and foster youth.</i></p> <p><i>Target schools that do not meet diversity goal per PUSD Board Baseline:</i></p>

ENROLLMENT, PERMITS & RECORDS 18-19 ANNUAL PLAN

<p><i>revised for implementation during 2020-2021 school year).</i></p>	<p><i>School Mint, my.k12.enrollment, Ad-Hoc Committee and other interested parties</i></p> <p><i>Increase in the number of schools meeting the target of diversity established by PUSD board.</i></p>	<p><i>Meet:14</i> <i>Do Not Meet:14</i></p>
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<p>2. Department Actions for 2018-19(E) <i>What will we do in 18-19 to achieve our goals and meet our targets?</i></p>	<p><i>Will this take additional resources to do in 18-19?</i> <i>Yes/No</i></p>
<p>Collaborate with school and district staff, parents, and community partners to provide information to assist in promoting PUSD schools; and to assist parents with making an educational choice that best suits their student’s needs.</p> <p>Screen proposals for revising lottery process to promote SES integration and diversity; Solicit feedback from diverse stakeholders.</p>	<p><i>No</i></p> <p><i>No</i></p>