

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT PLAN
COVER SHEET 19-20**

Fill in the boxes below, feel free to expand to additional page:

DEPARTMENT	Enrollment Permits and Student Records
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division 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. Catalog, scan, store and process official records requests 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 customer service to families by ensuring equitable access to information regarding the varied learning options and resources available in PUSD, then student attendance and parent engagement will increase.
DEPARTMENT ORGANIZATIONAL CHART	<pre> graph LR A[Trudell Skinner Coordinator] --- B[Patricia Ceniceroy Program Assistant] A --- C[Vacant Senior Clerk Typist] A --- D[Carolina Valle District Registrar] </pre>

DEPARTMENT BUDGET	
DEPARTMENT CONTACT	Trudell Skinner
TELEPHONE/E-MAIL	626-396-3600 ext. 88340 skinner.trudell@pusd.us

1. Return to Dr. Stammer By Oct.7, 2019 2. Add to DLN folder Department Plans 19-20

PASADENA UNIFIED SCHOOL DISTRICT

DEPARTMENT ANNUAL PLANNING FORM

Fill in the boxes below:

DEPARTMENT NAME:	Enrollment Permits and Student Records
DEPARTMENT STATEMENT OF PURPOSE (A):	Facilitate processes, procedures, timelines and protocols to provide school admission choices to families to best meet the needs of their children. Catalog, scan, store and process official records requests of current and alumni students.
LIST OF SERVICES	<p><i>Open Enrollment/School Choice</i></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><i>Interdistrict Permit Process</i></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>
DEPARTMENT THEORY OF ACTION:	<p>If we provide exceptional customer service to families by ensuring equitable access to information regarding the varied learning options and resources available in PUSD, student attendance and engagement will increase.</p>

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2019-20 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<i>By May, 2020 we will improve service model and program delivery to customers as measured by CalSchools Parent Survey, quarterly benchmark surveys, survey at end of lottery application, number of complaints and appeals. Assisting families with making the best choice for their</i>	<i>Build consistent processes within the department to better serve families and schools (# of team and collaboration</i>	<i>Cal Schools Parent Survey results (May, 2019)</i> School Engagement and Supports

<p><i>student will increase student attendance and parent engagement.</i></p> <p><i>(LCAP Goals #3, 4, and 5)</i></p>	<p><i>meetings; professional developments, etc.)</i></p> <p><i>Build trust through transparency. Share available information and resources with families and school sites (# parent meetings/events attended; information posted).</i></p> <p><i>Update FAQ's regarding Open Enrollment process on PUSD website to improve stakeholder understanding and access (ongoing, as needed).</i></p> <p><i>Responsiveness to stakeholders regarding enrollment and school options within 24 -48 hours, even if the situation has not been resolved. (# of complaints and appeals; sign-in sheets, phone logs)</i></p> <p><i>SmartChoice data - a new online lottery platform for greater support and communication with parents throughout the process via email and text messages</i></p>	<p><i>Caring adult relationships (36%); Allows input and welcomes parents' contributions (32%); Encourages me to be an active partner in educating my child (37%); Actively seeks input of parents before making important decisions (15%); Feel welcome to participate (36%)</i></p> <p>School Safety <i>School perceived as very safe or safe (31%)</i></p>
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2. Department Goals (Outcomes) 2019-20 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<p><i>By May 2021, we will reduce minority group and socioeconomic isolation, as measured by the number of schools that meet or move closer to meeting the target of diversity as established by PUSD Board of Education, from five (5) schools to eight (8) schools. [Continuing Goal from 2018-2019]</i></p>	<p><i>Increase in the number of schools meeting or moving closer to meeting the target of diversity established by PUSD board.</i></p>	<p><i>As of 10.4.19, the following schools meet the diversity target: Jackson ES, Willard ES, Mckinley ES and McKinley MS, Eliot MS, Marshall Fundamental, Blair HS, and Pasadena HS. (See Diversity Chart)</i></p> <p><i>Cal Schools Parent Survey results (May, 2019)</i></p> <p>Respect and Cultural Sensitivity <i>All students treated with respect (34%); Promotes respect of all cultural beliefs and practices (33%)</i></p>

2. Department Actions for 2019-20(E) <i>What will we do in 19-20 to achieve our goals and meet our targets?</i>	Will this take additional resources to do in 20-21? Yes/No
<p>Change lottery platforms from my.k12 to SmartChoice</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>No</p> <p>No</p> <p>NO (20-21) Yes (19-20),</p>

Work with HR on attaining a 12 month Records position. The position now is listed as Senior Clerk Typist, which is 11 month. A temporary employee is hired during the summer months when processing records and scanning of records at warehouse is crucial due to schools being closed.

the difference between one month temp salary and regular monthly salary

Return to Dr. Stammer by Oct. 7