

**PASADENA UNIFIED SCHOOL DISTRICT
ENROLLMENT PERMITS & STUDENT RECORDS DEPARTMENT PLAN
COVER SHEET 2020 - 2021**

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. 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. If barriers of opportunity are alleviated, then student achievement can be realized.
DEPARTMENT ORGANIZATIONAL CHART	Trudell Skinner, Family and District Resources Coordinator Patricia Ceniceroy, Program Assistant Annie Jananian, District Registrar, Registration and Enrollment Deanna Marron, District Registrar, Records
DEPARTMENT BUDGET	LCAP \$2322
DEPARTMENT CONTACT	Trudell Skinner
TELEPHONE/E-MAIL	626-396-3639/skinner.trudell@pusd.us

1. Return to David Rennie By Oct. 5, 2020 2. Add to DLN folder Department Plans 2020 - 2021

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT ANNUAL PLANNING FORM**

Fill in the boxes below:

DEPARTMENT NAME:	Enrollment Permits & 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. Store and make available the official records of current and alumni students.
LIST OF SERVICES	<p>Open Enrollment/School Choice</p> <ul style="list-style-type: none"> ● Publicize School Tours and offerings at all sites ● Verify school attendance boundaries ● Prepare website for online application and lottery process for residents ● Collaborate with schools, parents and community partners regarding open enrollment deadlines, timelines and processes ● Train registrars, attendance clerks and other school personnel who assist with enrollment <p>Interdistrict Permit Process</p> <ul style="list-style-type: none"> ● Receive, approve or deny requests to exit or enter district ● Communicate with schools, families and other districts ● Assemble appeal panel (if needed) ● Collaborate with LACOE regarding appeals filed ● Collaborate with LADD regarding waivers for DLIP in grades 1 and up <p>Intradistrict Permit Process</p> <ul style="list-style-type: none"> ● Confirm with district and site staff available spaces per grade level remaining at each school ● Accept and approve or deny permit requests of new students to PUSD ● Collaborate with CWAS, FIT, SPED, LADD or Foster Youth for best placement of students (ongoing) <p>Student records</p> <ul style="list-style-type: none"> ● Current and alumni students ● Courts/jails ● Colleges/universities/tech schools ● Employers ● Third party Companies ● Transfer records to CDs and backup to District server

DEPARTMENT THEORY OF ACTION:	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. If barriers of opportunity are alleviated, then student achievement can be realized.
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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) 2020-21 (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>(1)Systems: Create/refine systems that equitably support our most vulnerable populations.</p> <p>(2)Training/Education: Support staff/families with information needed to navigate the systems, make informed decisions, and meet deadlines.</p> <p>(3) Communication: Increase the opportunity for two-way communication in order for families to make informed decisions regarding school placement before deadlines occur.</p>	<p>Evaluation of lottery and registration process</p> <p># of trainings differentiated by audience.</p> <p>(1, 2 & 3) Survey results at the end of lottery application.</p>	<p>At least 11 group opportunities in 2019-2020 for parents. Staff training information was individual and not tracked.</p> <p>67% visited School of Residence (SOR) prior to applying. 72% toured 1 or more schools before applying. 87% felt well-informed about lottery process. 92% said that information was easily accessible from website.</p>

2. Department Actions for 2020-21(E) <i>What will we do in 20-21 to achieve our goals and meet our targets?</i>	Will this take additional resources to do in 21-22? Yes/No

<p>Systems:</p> <ul style="list-style-type: none"> ● Continue to customize SmartChoice (lottery system) to PUSD specifications. ● Collaborate with other departments to refine the process of offering equitable school placement throughout the school year to our most vulnerable populations (foster youth, SPED, homeless) to meet the specific student needs and to support site staff in being successful in meeting those needs. ● Work to refine/streamline online registration process to support families and school staff. ● Explore paperless Relinquish permit, Interdistrict and Intradistrict application processes <p>Training/Education</p> <ul style="list-style-type: none"> ● Provide differentiated training to school staff on systems utilized for lottery, enrollment and registration. ● Collaborate with site staff and other departments to educate parents through varied means (meetings, webpage, tours, short clips/videos, etc.) on offerings at their school of residence, signature, and magnet school programs. ● Create parent-friendly protocols for navigating the systems utilized for enrollment/registration/lottery. <p>Communication</p> <ul style="list-style-type: none"> ● Introduce staff on webpage designating who to contact in specific situations. ● Provide families with specific time and way to contact staff if they have/questions related to school choice. ● Send an email to all families placed through the open enrollment process to check in about school placement. ● Track communication with families, monitoring response time and noting when the issue has been resolved. ● Regularly share information in ways that are accessible for families. ● Utilize a range of methods, including emails, phone calls, texts, letters, open-office hours, virtual meetings and in-person meetings to maintain ongoing, positive, two-way communication with families, differentiating communication strategies to adapt to family needs and preferences. 	<p>Possibly – quote will be provided after requested step.</p> <p>No additional funds needed.</p> <p>No additional funds needed.</p>
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| <ul style="list-style-type: none">• Collaborate with stakeholders within the school community and external community partners to ensure that communications are in families' home languages and are culturally appropriate. | |
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