

# Intradistrict Communication

DATE: February 13, 2019

TO: Principals  
Administrative Assistants, ALL  
Secondary Attendance Assistants

FROM: Administrator of Schools  
Dr. Anthony Godfrey, Associate Superintendent  
Travis Hamblin, Planning & Student Services

SUBJECT: Early & Late Enrollment Permits

---

The window for the school choice Early Enrollment Period closes on Friday, February 15, 2019. The law requires that parent(s)/guardian(s) receive written notice from the school by March 31, 2019. The results e-mails sent to parents(s)/guardian(s) after records have been placed on the waitlist or seated list serves as that written notice. Schools will need to ensure that communication with parent(s)/guardian(s) has occurred for each permit request.

Beginning February 16, 2019 the Late Enrollment Period begins. The late enrollment period is for applications submitted before Dec. 1 or after the third (3<sup>rd</sup>) Friday in February for the following year, or a permit request for the current school year. (See page 23 in the Planning and Student Services Manual.)

Any permit submitted during the late enrollment period will be placed at the bottom of the waitlist currently in PowerSchool when processed. The permit waitlist in PowerSchool will be used throughout the school year to grant permit requests and seat students at the school. Permits may be re-ordered on the waitlist according to the late enrollment requirements (see page 23 in the Planning and Student Services Manual).

Schools will continue to verify permit requests and communicate results to parent(s)/guardian(s) throughout the 2019-20 school year.

Should you have any questions please contact Travis at 88251 or Donna at 88259.