

Intradistrict Communication

DATE: February 24, 2022

TO: Principals
Administrative Assistants
Secondary Attendance Assistants

FROM: Administrator of Schools
Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Planning and Enrollment Consultant

SUBJECT: Early & Late Enrollment Permits

The window for early enrollment permits closed on Friday, February 18, 2022. The law requires that parent(s)/guardian(s) receive written notice from the school by April 1, 2022. 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.

All unfilled permit seats were zeroed out at the conclusion of the Early Enrollment window. If a school had open seats and waiting permit applications on February 18, those permit applicants MUST be offered the seats. Contact Planning & Enrollment for assistance in adding these seats back to PowerSchool.

The Late Enrollment permit window began on February 19, 2022. The late enrollment period is for applications submitted after the third (3rd) Friday in February for the following year, or a permit request for the current school year. (See "[Open Enrollment / School Choice Permits](#)" in the online Planning and Enrollment Manual.)

Any permit submitted during the late enrollment period must be processed and prepared for import by the school; however, Board priorities do not need to be verified. These permits will be placed at the bottom of the waitlist currently in PowerSchool when processed. The permit waitlist in PowerSchool must 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 "[Open Enrollment / School Choice Permits](#)").

Remember that the late enrollment window is based on staffing, not building capacity. Schools may only accept permits after receiving approval from their Administrator of Schools and only in grades that are at risk of not reaching the 2.0 projection.

Permits for the **current** (2021-22) school year can still be submitted in Skyward by parent(s)/ guardian(s), and schools must make decisions and provide notification within two weeks of the permit submission. These permits should still be processed and waitlisted or seated as appropriate. However, after the December pre-transfer, approved permits are no longer automatically sent to Skyward. Schools will need to manually enter these 2021-22 permits into Skyward. Because the pre-enroll has already occurred, these permits should be entered using the "History" screen of the "Previous Reason Code" section of the "School Path".

Please contact Planning & Enrollment at 801-567-8183 with questions.