

## Intradistrict Communication

DATE: February 5, 2020

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

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The window for the school choice Early Enrollment Period closes on Friday, February 21, 2020. The law requires that parent(s)/guardian(s) receive written notice from the school by April 3, 2020. 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 21, 2020, the Late Enrollment Period begins. The late enrollment period is for applications submitted before Dec. 1 or 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 Student Services 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 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 See "[Open Enrollment / School Choice Permits](#)").

Permits for the **current** (2019-20) 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 January 1 pre-enroll, approved permits are no longer automatically sent to Skyward. Schools will need to manually enter these 2019-20 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 Student Services at 801-567-8183 with questions.