

Intradistrict Communication

DATE: November 21, 2024

TO: Principals
Assistant Principals
Elementary Administrative Assistants
Secondary Registrars
Secondary Attendance Secretaries

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

SUBJECT: School Choice Permit Allocations and Procedures

The open enrollment permit window opened on Friday, November 15, 2024. Permit seat totals can be found on each school's Enrollment Dashboard. Open the "2025-26" tab and scroll down to the permit section.

ACTION REQUIRED: Principals should review the individuals listed on their dashboard in the "Permit" section and ensure that permissions are marked appropriately. Planning & Enrollment will defer to the permissions marked for various staff members when requests for additional seats are made. Please ensure that staff information is updated by December 6, 2024.

Schools should verify all outstanding applications prior to leaving for Winter Recess and verify any applications received during Winter Recess as soon as possible in the morning on Tuesday, January 3, 2023, so that the lottery can be run that afternoon. Once the lottery has been run, schools may immediately begin offering seats (if available). Seats not accepted within two weeks should be revoked (after attempting communication with the parent) and reoffered to the next student in line on the waitlist. At least weekly, schools should verify applications in the [2025-26 school year workspace](#) and prepare them to be processed and moved to the waitlist. At least monthly, schools should verify applications in the [2024-25 school year workspace](#) and prepare them to be processed and moved to the waitlist.

During the early enrollment window (now through February 7), the availability of permit seats is governed by BUILDING CAPACITY. Schools that are the most full will have the least available seats. Adding seats is governed by rules of the tier system established by the Board of Education and, in all instances, requires conversation with the Administrator of Schools for the building. In the late enrollment window (after February 7 and 2.0 allocations are released), schools may request additional seats from their Administrator of Schools. Available seats in this window will be determined by the availability of space, by grade, in the teacher allocation based on current enrollment figures.

One final reminder: the early enrollment window (now through February 7) requires schools to seat students if permit seats are available. Schools **MUST** follow the waitlist order when offering seats. It is inappropriate – and potentially illegal – for a school to modify the waitlist order so that students who listed the school as a "first choice" are placed before others, regardless of their lottery priority. Schools who follow this practice may lose the ability to seat permit applications themselves. School administrators with concerns over this guideline may raise the issue with their Administrator of Schools.