

Intradistrict Communication

DATE: February 16, 2016

TO: Principals

FROM: Administrator of Schools
Dr. Anthony Godfrey, Associate Superintendent of Schools
Luann Leavitt, Consultant, Planning & Student Services

SUBJECT: Permit Input Dates

The window for the school choice Early Enrollment Period closes on Friday, February 19, 2016. The law requires that parents receive written notice from the school by March 31, 2016. The parent's copy of the permit application serves as their written notice.

So that we can expedite Version 2.0 of the Estimates for the 2016-17 school year, we are asking that schools **have all permits entered into Skyward by Friday, February 26**, if at all possible. If you can see that you will not be able to enter all of your permits by this date, please call Luann at 8251 so that she can adjust other schools' numbers and come back to your school when you have had a chance to input the permits.

Please share this information with the individuals in your school helping with the permits. If you have questions or concerns, please call Luann. Your cooperation is greatly appreciated in an attempt to help make Estimate Version 2.0 as accurate as possible.

Thank you for your help with this process.