



GRASS VALLEY

SCHOOL DISTRICT

Inspiring success in every child!

Student Registration Processes - School Age Programs

Background:

In an effort to fill spaces in our GVSD (non-charter) schools and school age programs in a consistent and fair manner the following registration and enrollment practices will be implemented. These practices are intended to clarify the existing Board Policies and Administrative Regulations (BP 5116.1, AR 5116.3, BP 5117).

The Grass Valley School District does not assign students to a school site based upon a families' home address. We use an open enrollment process which allows families to choose their school of preference as long as the families' home address is within our school district boundaries.

Families with an address outside of the school district must have an approved Interdistrict Transfer request. This particular request may be granted for a single year or multiple years and the initial step is to request release from the district of residence.

Enrollment Timelines:

1. To ensure the district has time to retain and hire qualified staff, the enrollment for the upcoming school year will be initiated annually near the start of March. To kick off this process the district will promote a registration event such as a "Transitional Kindergarten and Kindergarten Round Up".
2. Enrollment packets will be provided to families as soon as registration begins. These will be received and collected at each school site. Initial registration packets will be held until April 15th to ensure that families who have existing students in our schools and programs have an ample opportunity to turn in their completed packets. **Starting on April 16th, the district will begin notifying families of their school site placement using the enrollment placement priorities listed below.**
3. Families who register after April 15th will be placed in our school sites and programs on a first come, first served basis. Waiting lists will be maintained as necessary.

Enrollment and Placement Priorities:

1. Top priority - families and employees who have children currently enrolled in the site/program.
2. Second priority - a student who is an immediate family member of a GVSD employee.
3. Third priority - families who live in the district.
4. Fourth priority - families who live outside of the district.

Key Reminders

-We implement a separate and specific registration and placement process at Grass Valley Charter School to ensure alignment with their GVCS plan and program needs.

-Our GVSD Dual Immersion (DI) program traditionally has high levels of interest and we therefore maintain a separate and distinct waiting list for this program. Due to this, families may receive a separate DI registration deadline. This allows the district to gauge interest in the DI program prior to notifying families of their final site placement. Placement in the DI program will follow the approved guidelines within the District's DI Master Plan.

-Depending on the availability of space, we may allow for early entrance registration into our Transitional Kindergarten (TK) program. A final determination regarding acceptance of early-entrance (TK) students will follow district policies and will be determined within the first few weeks of the school year. A waiting list for TK will be maintained so we can ensure capacity for age-eligible students.