

July 2019

Dear School Leaders,

Welcome back! I hope you had a fantastic summer.

I know that enrollment is a priority as the beginning of the school year approaches. Some important information is below. A Powerpoint introduction to the Planning and Choice offices is available here (<http://bit.ly/2Okkwhp>). For more extensive details, please review the *new* 2019-2020 SchoolChoice & Enrollment Policy Guide, available here (<http://bit.ly/ChoicePolicyGuide>).

Please contact me with any questions or concerns you have. Each school has a Choice and Enrollment Representative assigned, and anyone with a question about enrollment should contact them at any time (list here: <http://bit.ly/ChoiceReps>). We're here to help with all things Choice and enrollment related during this very busy time for schools!

If you have concerns about your **enrollment numbers**, please reach out to me or Jim Carpenter, Executive Director of Planning and Choice (contact information below). We can review your August attrition and enrollment trends with you to provide a little more clarity about what you might see between now and October Count.

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Upcoming Key Choice and Enrollment Dates	
Round 2 of SchoolChoice closes	August 30, 4:00 pm
Annual Family Update closes	August 30
Administrative Transfers open	September 3
<i>More info to come later</i>	
Waitlists for grades K-12 expire	September 30
<i>Waitlists for ECE remain open until April 2020</i>	

Waitlists

Any student who accepts an offered seat from the waitlist needs to be enrolled in IC by school staff. If the accepted student is not in IC, school staff will need to add him or her. Schools can find information about managing their waitlist (including making seat offers) here: <http://thecommons.dpsk12.org/Page/1602>. A student can be on an unlimited number of waitlists, but when she or he is accepted into a more highly preferred (more highly ranked) school, any waitlist positions at schools that are less preferred (ranked lower) are cancelled.

Round 2 of SchoolChoice

Families have until August 30 to submit a Round 2 SchoolChoice application at <https://dps.schoolmint.net/>. Families can call the Choice hotline at (720) 423-3493 and Choice staff will submit an application on their behalf.

Annual Family Update

Families must complete verification each school year. They can do so on paper at the school or via Annual Family Update. Families can access Annual Family Update and additional details here: <http://schoolchoice.dpsk12.org/enrollment-registration/annual-family-update/>

The Choice and Enrollment Newsletter

The Choice office sends a newsletter weekly to all registrar and front office staff professionals at every school, and to anyone else as requested. Please email SchoolChoice@dpsk12.org to request that we add someone to the distribution list.

Are you a new school leader?

We will connect with you in August or September to answer any questions you may have about enrollment in DPS or at your new school. If you need anything more immediately, please contact me.

We look forward to working with you and your families this year!

Laurie Premer

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Denver Public Schools

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