

East Baton Rouge Parish School System

Enrollment Procedures

January 15, 2002

- I. **Preamble:** This document is designed to enhance stability in school populations and in no way is intended to amend the Majority-to-Minority transfer program as outlined in the Consent Decree.

- II. **Reserved and Priority Placements:** Student enrollment in the categories listed here should be handled as indicated.
 - A. Pre-K and Kindergarten seats will be reserved at the total number enrolled during the prior year as of the October 1 enrollment count unless grade configurations at a school are modified.

 - B. ESL seats at all levels will be reserved at the same number enrolled during the prior year as of the October 1 enrollment count.

 - C. Magnet schools with identified desegregation needs may reserve seats with the approval of the Magnet Coordinator to assist in recruitment efforts. Magnet students who are accepted into approved programs will be automatically admitted into their assigned school. Students who are accepted in a magnet program as openings occur after the school year begins may transfer at the beginning of a new grading period. Grading periods in this case will be the end of each nine (9) weeks for the elementary and middle schools and each semester for the high schools.

 - D. Students who are eligible for Majority-to-Minority (M-to-M) transfers at sites that are majority non-black shall be granted automatic admission as long as application is made within enrollment periods designated for this purpose.
 1. Students who are considering an M-to-M transfer will be strongly encouraged to file an application during the normal fall and spring registration periods. (Fall: January 15 – May 1 and Spring: October 1 – December 15)
 - a. Application forms for M-to-M transfers will be made available at selected school sites.

- b. The Supervisor of Transfers will conduct targeted informational visits during the registration process.
 - 2. At the sites described in number “D” above, two (2) percent of an affected school’s enrollment capacity will be reserved for potential M-to-M transfers that might be requested from May 1 through day 10 of the fall semester.
 - 3. Anytime a school reaches a black/white ratio of 50/50, M-to-M approvals will be discontinued until a clear majority is reestablished.
- E. Students identified as “gifted” and/or “talented” may be assigned to the appropriate placement and gain automatic admission. Such transfers may be ongoing throughout the school year.
- F. Special Education students in “low incidence classes” such as “behavior disordered”, and other similar designations, who are housed at a particular school will not be subject to transfer in cases where enrollment limits are concerned. Students identified by special education personnel for any of these categories during the school year may be appropriately placed and admitted immediately to the designated school.
- G. Community sensitive attendance zone students who are continuing enrollment at the same site and their siblings will be given priority over students in the same category who are seeking enrollment for the first time.

III. **Procedures for Fall Enrollment:** School enrollment for the purposes of these procedures will be based on the number of active students at a school as determined from the Pentamation database plus any of the reserved seats described under “Reserved and Priority Placements”.

- A. All schools shall conduct registration for fall classes from January 15 through May 1.
- 1. Principals shall schedule all students under “Reserved and Priority Placement” according to the guidelines established in those categories.
 - 2. Community Sensitive Attendance Zone students who are seeking admission to a particular school for the first time will be treated equally within the group as long as registration materials are completed by the student and received by the school during the registration time frame above. Seats will be awarded to these students on an availability basis. If this is not possible, seats will

be awarded through a randomized computer sampling completed through the Information Technology Department.

3. Community Sensitive Attendance Zone students who register outside the normal registration time frame will be accepted at a school site on a “first come, first served” basis.
- B. Once a school is determined to be “approaching” its enrollment limit after the registration period, the principal shall initiate a process for identifying students who may exceed that number. (“Approaching” is defined as reaching an enrollment that is within ten (10) seats of a school’s enrollment limit.) Any identified students shall be informed of the possibility of transfer to designated “overflow schools” on a last registered, first transferred basis.
1. Any school determined to be within ten (10) seats of its enrollment limit on a given date shall immediately implement a numbering system to insure a registrant’s place in line as new students arrive on that day.
 2. Students must be registered in order based upon the number assigned above.
 3. If the enrollment limit is reached on a given date, registrants in excess of that number will be given notification forms about the **possibility** of transfer to a designated overflow site.
 4. The district will certify enrollments for each school on day ten (10) of the fall semester. If any school should exceed its enrollment limit on that day or any subsequent days, the district Enrollment Compliance Committee will take steps to reduce the enrollment or to seek court approval for the school to remain at the new level.
 5. If transfers are required to meet enrollment limits, overflow schools shall register only those students who have been identified and who present the proper certification to enroll at their site.
 6. If seats become available in a school that has moved part of its population to an overflow site, students may return at prescribed intervals based upon the order of their registration. Students may exercise this privilege each semester at the end of the first or fourth six weeks at the high school level and at the end of the first or third nine weeks at the elementary/middle school level,

provided they have remained an active student in the East Baton Rouge Parish School System.

- IV. **Procedures for Spring Enrollment:** All schools shall conduct registration for spring classes from October 1 through December 15 and follow the same procedures as outlined under the fall process.

- V. **Procedures for Enrollment Adjustments:** The enrollment of some students under the heading of “Reserved and Priority Placements” may require the transfer of community sensitive attendance zone students already registered.
 - A. In cases where the actual enrollment may exceed the limit, students who must be transferred will be identified on the basis of their order of registration.

 - B. Registration dates will be checked to determine the order of entry at that site and students who were “last entered” shall be “first transferred”.

 - C. In cases where multiple students have the same entry date and only a portion of that group must be moved, the Information Technology Department will utilize software to randomly select the students for transfer.

 - D. The principal shall provide any student who must be transferred with an “Overflow Certificate” indicating the new site to which he is assigning the student.

 - E. The principal shall immediately notify the Transportation Department of the impending transfer in order to begin the process for appropriate bus assignments.