PowerSchool Handbook

School Choice Management

Version 2.0
March 14, 2024

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Part 1: Access the School Choice List

InfoSnap Enrollment Portal

Request Security Access

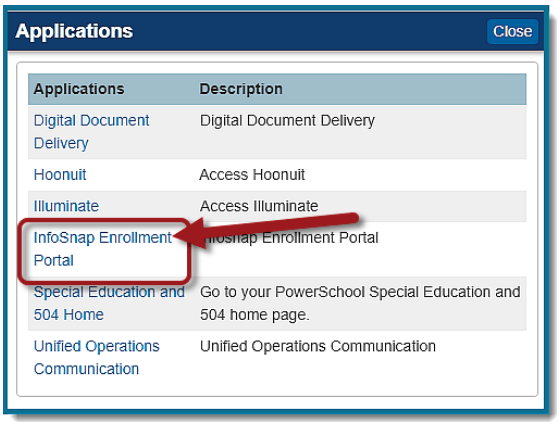
The InfoSnap application is accessed through PowerSchool. Your first step is to request access for **InfoSnap Enrollment Options** for School Choice Management. Your site tech or PowerUser will enable the appropriate security access. After access is enabled, you will receive an email to complete the process. Your access is finalized after PowerSchool's overnight refresh process.

If you already have security access to InfoSnap New Student Enrollment, you will still need to be activated for access to **InfoSnap Enrollment Options**.

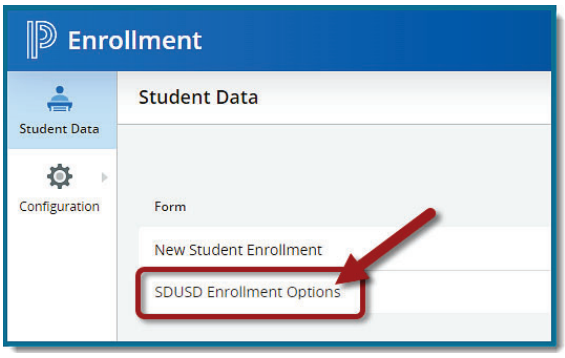
Access InfoSnap

1. From the Start Page in PowerSchool, click on the **Applications icon**.

2. On the Applications page, click **InfoSnap Enrollment Portal**.



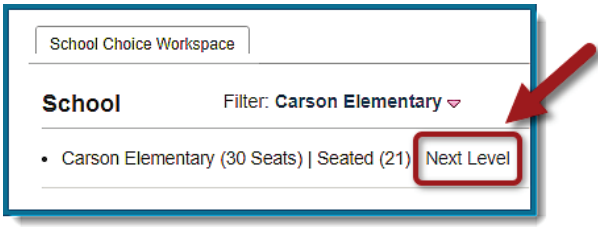
3. Select **SDUSD Enrollment Options**. The academic year will be for next school year.



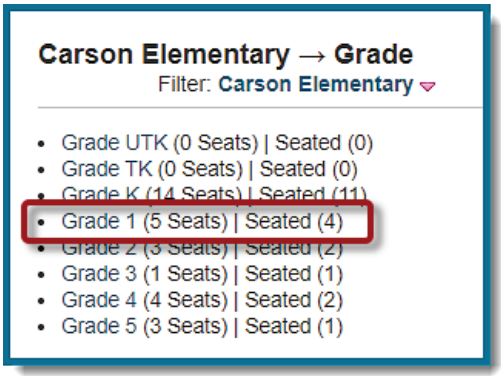
Part 2: Seated List Functions

Print Seated List

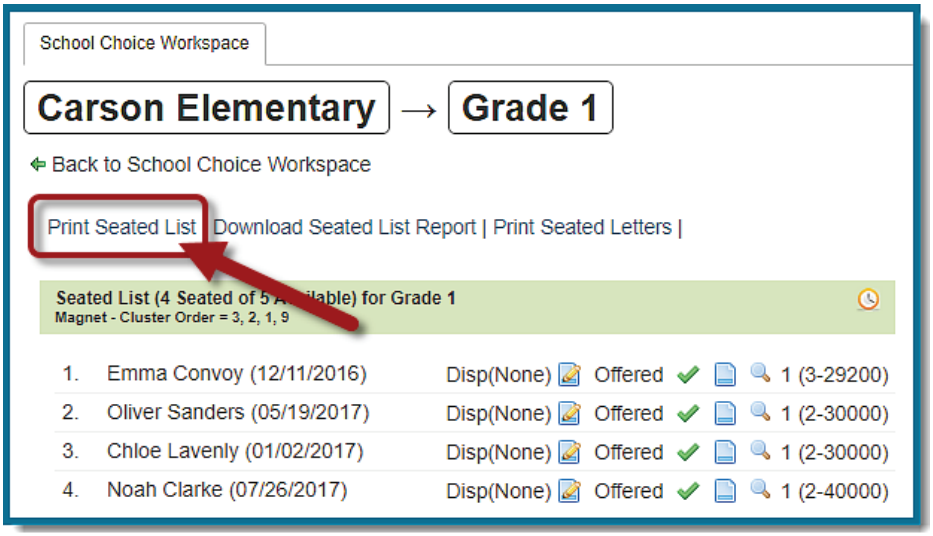
1. The School Choice Workspace page displays. Use the pink **Filter** button to adjust school selection if needed.
2. Click **Next Level** to display the complete seated list. The seated list contains student names who are offered enrollment at your school through their school choice application.



3. All grades for the selected school will display, along with Seats and Seated data. Click on a **Grade Level** to view the seated list.

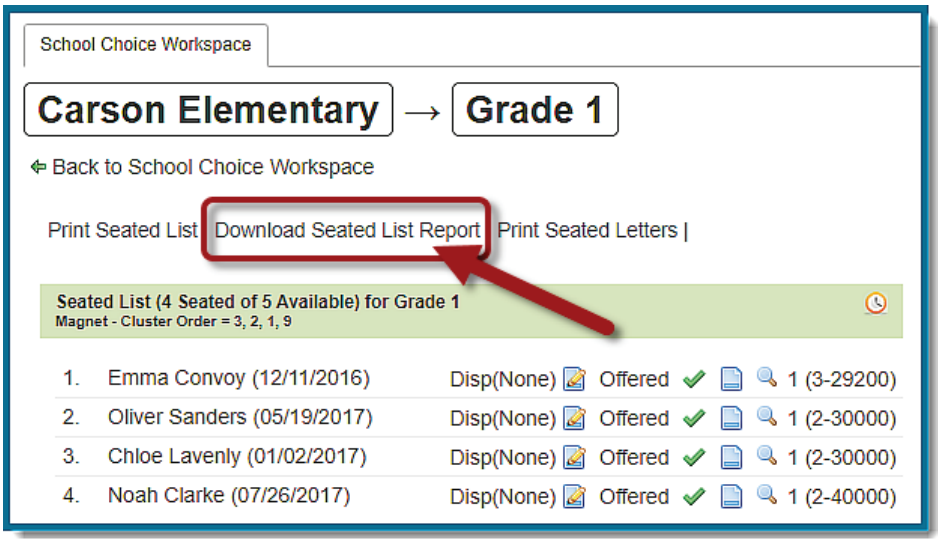


4. From this page, you have the option to Print the Seated List, Download Seated List Report, Print Seated Letters, or adjust the status of the disposition.

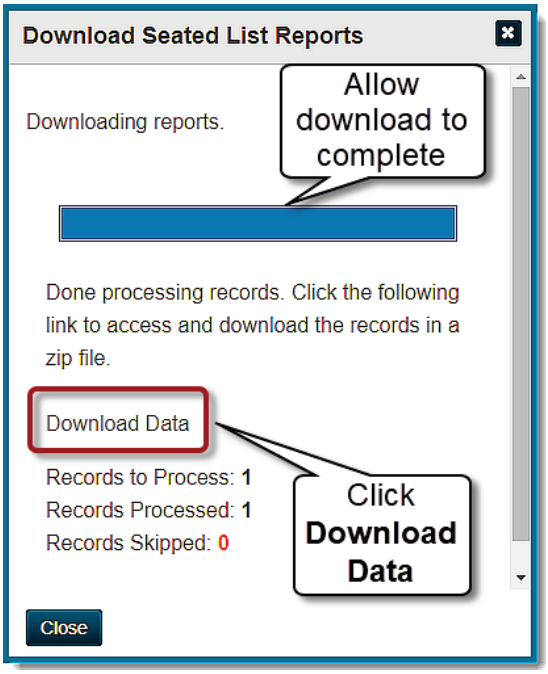


Download Seated List Report

1. From the grade level view, click the link **Download Seated List Report.** This will give you an Excel list of student information with contact numbers.

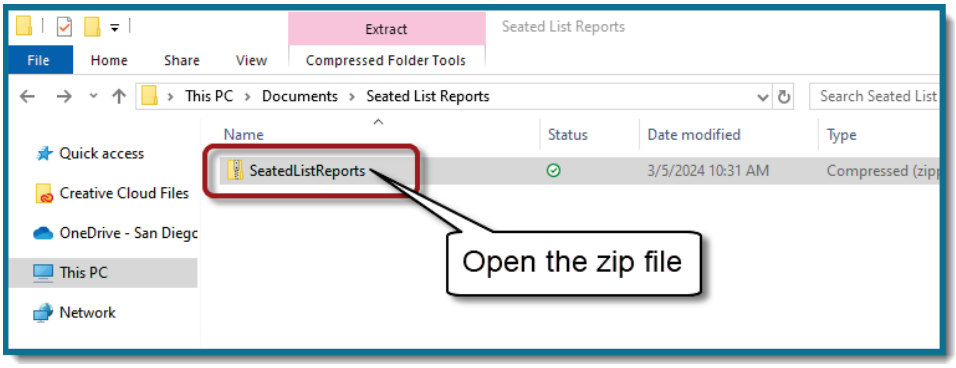


2. A pop-up window appears. When the download is complete, click **Download Data.**

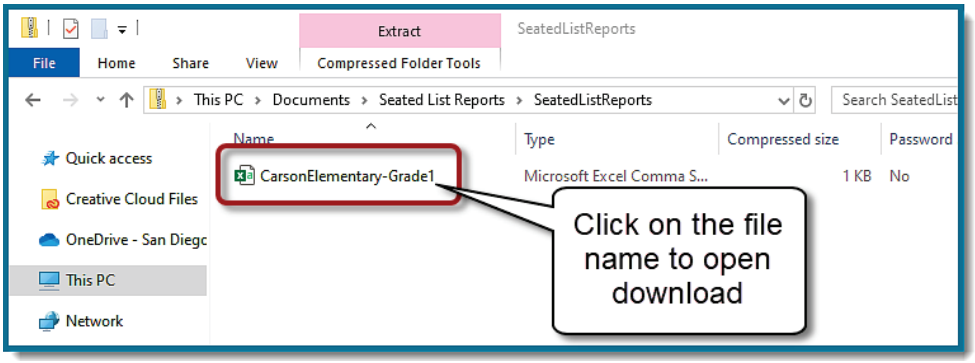


3. **Save the file** somewhere you can easily locate it.

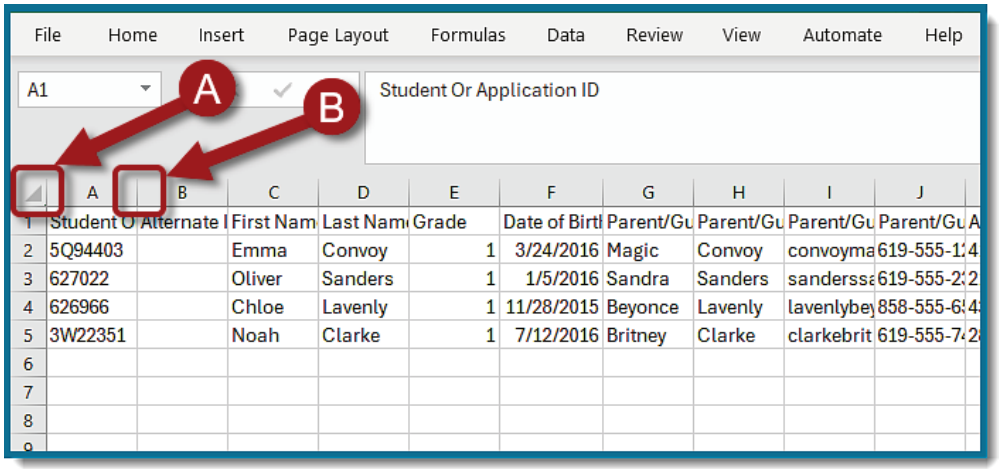
4. Click on the folder name to open the zip folder and find your download.



5. Click on the file name to open the Excel download.



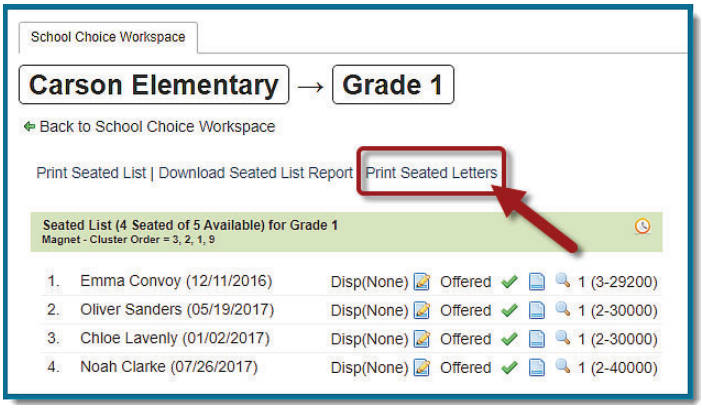
6. Format the cells to display the data they contain:
   A. Click on the small triangle between cell A and cell 1. Your entire page will turn grey.
   B. Now, hover between cell A and cell B, and double-click.



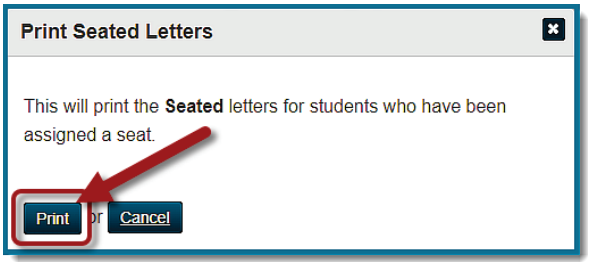
Print Seated Letters

This link will print Seated letters for all students on your seated list. The seated letter is generated by the NSEO department each year. Families receive email notifications of their choice application status from the NSEO department. Printed seated letters can be used for student files or to mail to families.

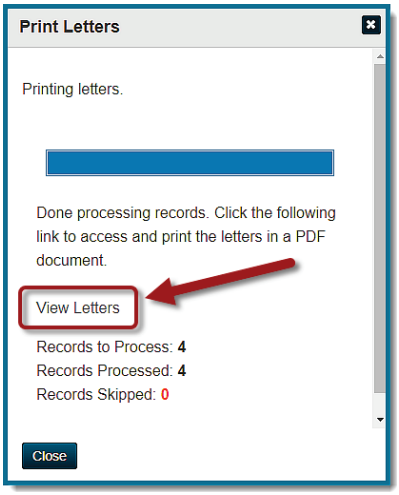
1. From the Seated List page, to print letter for the complete Seated List, click **Print Seated Letters.**



2 Click **Print** to continue.



3. When processing is complete, click the **View Letters** link to view the PDF document. This will open in a new tab. Print and use as needed.



San Diego Unified
SCHOOL DISTRICT

Neighborhood School & Enrollment Options
Phone: 619.260.2410
eoptions@sandi.net
sandiegounified.org

To the Parent/Guardian of:

First Name Last Name

1234 Street Address

City, State, ZIP Code

Dear Parent/Guardian:

We are pleased to inform you that your child's application has been selected in the Choice lottery process for the 2024-25 school year based on the information that you submitted on the school choice application. A seat is available for your child at:

School	Seat Placement	Seat Status	Seat Acceptance Deadline
Rolando Park Elementary -> Grade K	4	Offered	03/19/2024

Please contact the school to verify acceptance within 21 days of notification. If you accept the offer of enrollment, you will receive enrollment procedure instructions from the school.

SAMPLE NSEO LETTER

Note: Provide the following documentation at time of enrollment:

1. Proof of residence (utility bill, mortgage statement, rental agreement, etc.)
2. Child's birth certificate or other legal document for verification of name and date of birth
3. Immunization record that now includes the Tdap booster for all students in Grade 7-12
4. Current transcript or report card

If your child has been accepted to a Magnet or VEEP school, please note that **bus transportation is not guaranteed.** Minimum ridership and distance from school requirements apply. There may also be a charge for transportation. If your child has an IEP that includes transportation as a related service, it will only be provided to the neighborhood school or school of assignment by the Special Education Department. It will not be provided to a school of Choice. If you are relying on district transportation for your child, you may wish to consider enrollment in your neighborhood school.

In the event your child is accepted into a school that does not have a separate classroom setting as required by an IEP, the District may offer your child a different Choice school.

If you reside outside of the boundaries of SDUSD, an approved Interdistrict Attendance Permit (Form 341) will also be required before enrollment is finalized.

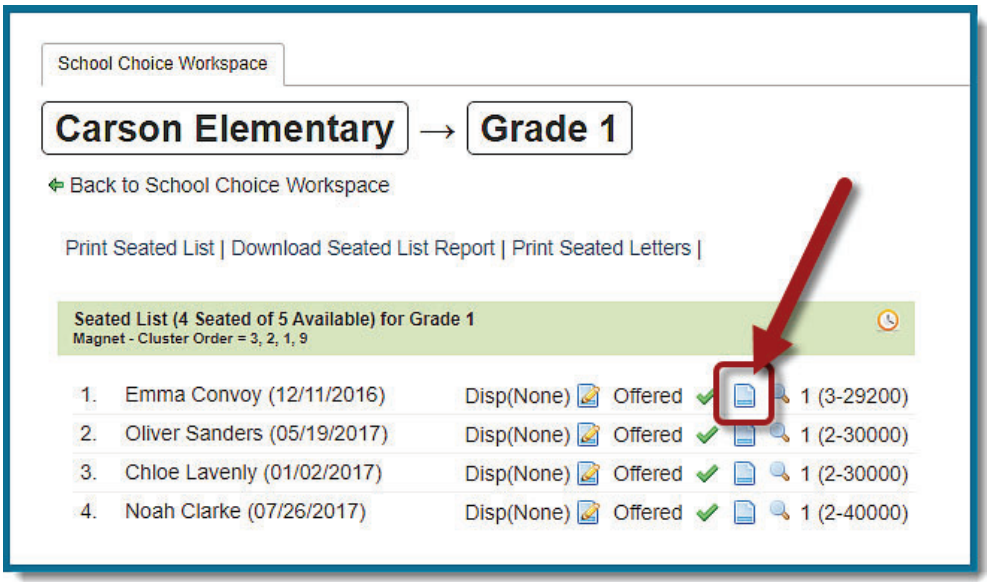
Please note that the deadline above is a firm deadline. Your child's seat will be offered to a waitlisted pupil if you do not contact the school to verify acceptance.

Thank you.

Neighborhood Schools and Enrollment Options Office

Print a Single Seated Letter

From the Seated List page, click the **paper icon** next to your student selection. The NSEO letter will open in a new tab as a PDF. Print and use as needed.



Part 3: Process the Seated List

Update Student Status

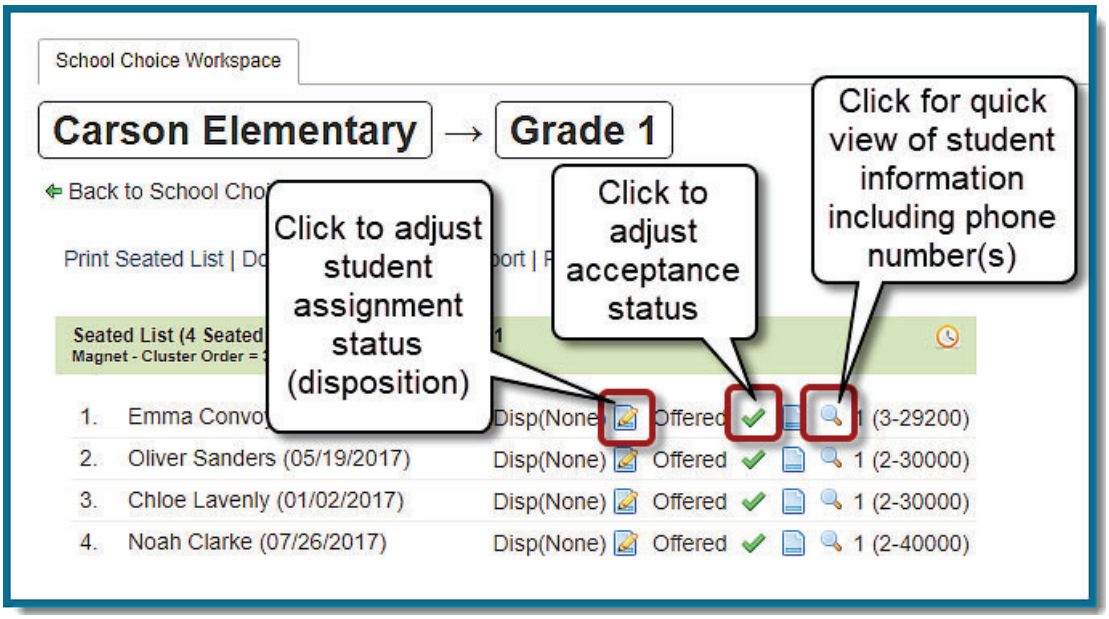
Required

School staff ***must*** keep a record of all Seated List contact dates and concurrently complete online status updates in the School Choice Workspace. Neighborhood Schools and Enrollment Options will monitor status data entered. Student's Assignment Status provides the central office with important information that may allow additional student placement at the school.

School sites ***must*** attempt to reach a parent/guardian to offer enrollment three times before updating a student status to "Unable to Reach." School sites are to log all attempts to reach students on their Seated List.

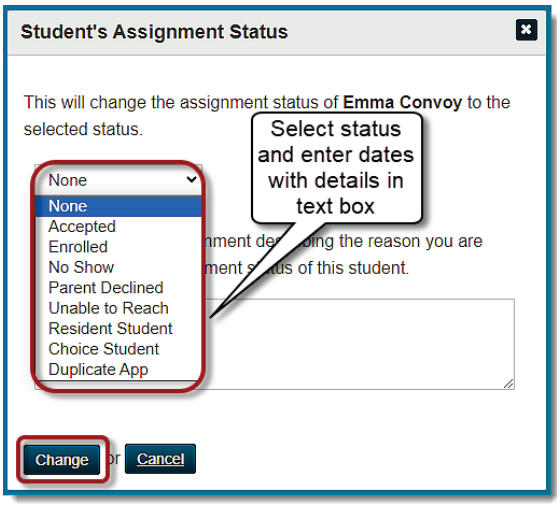
Contact NSEO with policy questions at (619)260-2410.

1. From the Seated List view, you have access to multiple icons to manage the choice list.
   - Use the **paper/pencil icon** to adjust the **Student's Assignment Status**.
   - Click the **green check mark** to indicate **Student's Acceptance Status**.
   - Use the **magnifying glass** icon to view student's application information.



Student's Assignment Status

Click on the **pencil/paper icon** to edit the Student's Assignment Status.



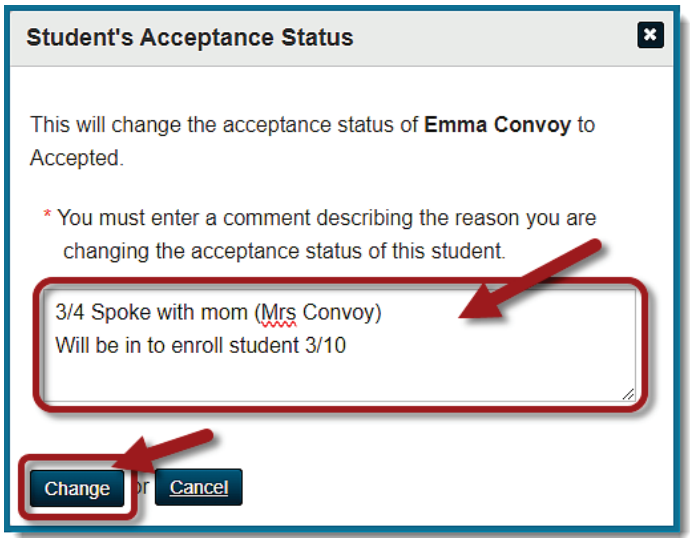
Assignment Status Descriptions:

- **None**- Disposition has not been processed.
- **Accepted**- Parent accepted seat and agrees to enroll student.
- **Enrolled**- Parent has submitted enrollment packet for student.
- **No Show**- Parent accepted offer and agreed to enroll student, but did not report to the office to complete paperwork as scheduled.
- **Parent Declined**- Parent states they do not want to enroll their student. If possible, record details of where the student will be going.
- **Unable to Reach**- Site has documented at least 3 attempted contacts by at least 2 different methods (phone, email, US mail), and parent has not responded. A reasonable time frame should be provided. Three attempts in one week with no response is not reasonable. Three attempts over the course of a few weeks is acceptable.
- **Resident Student-** Records indicate the student currently resides within the attendance boundary and a Choice application was not necessary.
- **Choice Student-**Records indicate that the student is a non-resident already enrolled via Choice, and there has been no move out of district, nor was a move from one outside district to another, therefore a Choice application not necessary.
- **Duplicate App-** More than one application was submitted for student.

Important: Please refer to New Student and Enrollment Options office for deadline dates. It is important to keep the Student's Assignment Status updated. NSEO will be monitoring and adjusting school site lists during the processing period. Any questions, please contact the Neighborhood Schools Enrollment Options Office at (619) 260-2410.

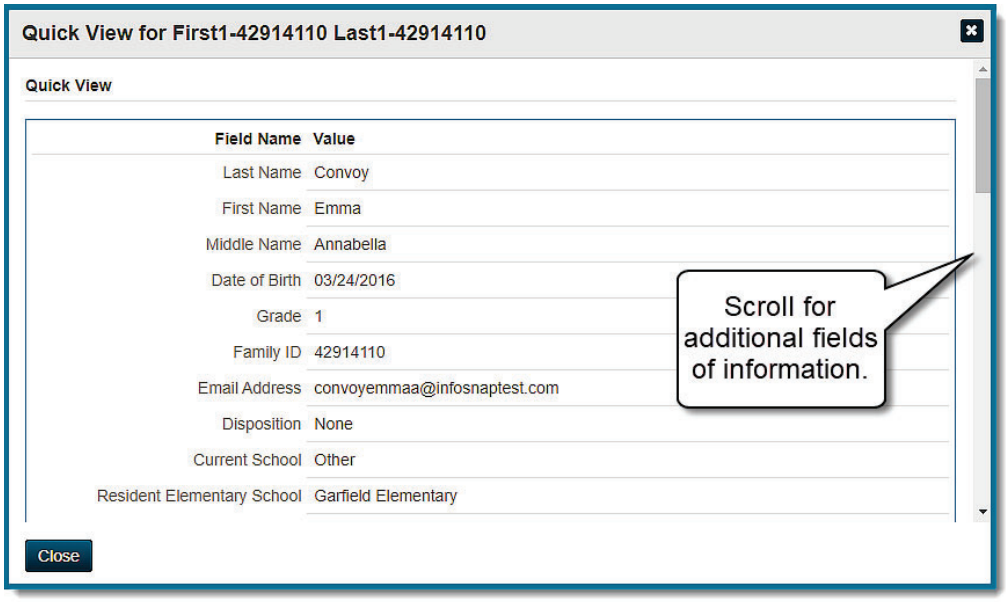
Student's Acceptance Status

Click on the **green check mark** to change the acceptance status. The student status must include a comment. Include dates and person of contact. To edit the status, click on the **green check mark** again.



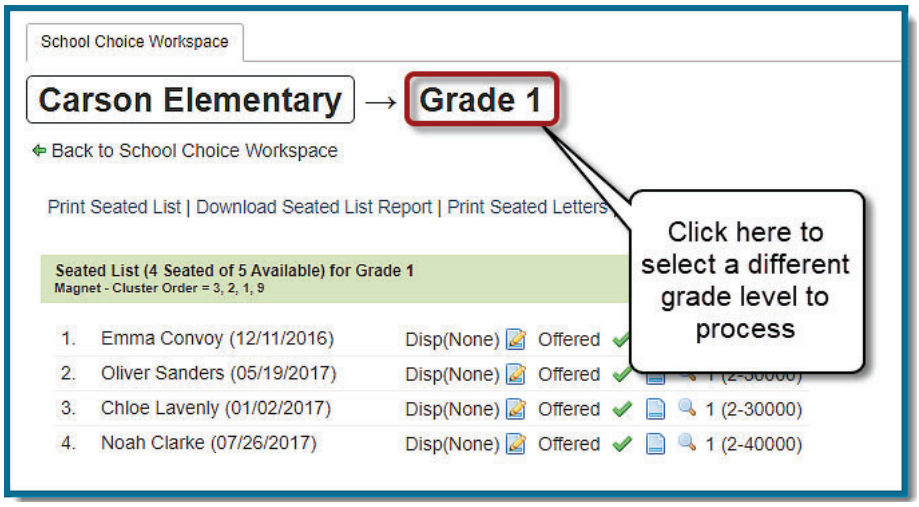
Quick View

Click on the **magnifying glass icon**. A pop-up will appear of compiled student information from the School Choice application. Scroll to view the entire list.



Switch Grades

Click on the **Grade level** next to the school name to select a different grade level to process for a seated list.



Part 4: Resources

Neighborhood Schools and Enrollment Options Office

For questions about district processes and policies, please contact staff at Neighborhood School Enrollment Options office at (619)260-2410 or visit the website at https://www.sandiegounified.org/departments/neighborhood_schools_and_enrollment_options