



## 2022-23 School Assignment Policy

To: Joel D. Boyd, Superintendent of Schools  
From: Latifah Phillips, Chief Equity and Engagement Officer  
Date: May 12, 2022  
Re: Recommendation for 2022-23 School Assignment Policy

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Attached please find the recommended 2022-23 School Assignment Policy which delineates the process for next year's kindergarten students, new students to the school district and transfer students. This policy includes the following recommendations which will better streamline and document operation processes for transfers, waitlists, address changes and appeals:

1. Combine waitlist and transfer policies into one operation
  - a. Students will only stay on a school's waitlist for one year
  - b. All requests for a transfer will be handled as waitlist requests
  - c. The exception are students who have been grandfathered in per the assignment policy
2. Implement a weighted lottery for waitlist students by July 15
3. Implement a new online form for waitlist requests which will be released June 1
  - a. The new waitlist form will be communicated broadly through district communication channels and website
4. Add a new category on address changes which emphasizes the importance of families community with the Family Resource Center regarding any address changes during the summer
5. Create a new district form which will initiate and streamline the appeals process for families to request an appeal of any school assignment.