

# Central Enrollment in Adams 12

## Frequently Asked Questions

### **What is the purpose of central enrollment?**

- The process is designed to produce consistency in data entry for the student data base, Infinite Campus, and to provide real-time changes to the system.

### **What will be some of the by-products of this new system?**

- One will be to lighten the work load in schools, especially in August which is the heaviest time for enrolling new students.
- Another is to have more consistent and accurate record keeping throughout the district.

### **What was done to study the pros and cons of this new system?**

- A study of implications, site-visits to other school districts, and online or telephone interviews with districts using a centralized system were done on order to learn from their experiences.
- The ELL office, registrars, IT and Special Education Departments, principals, G/T, Learning Services, and executive directors were asked to give their views and perceptions.

### **Who will use the central enrollment system?**

- The parents of all students new to the district, guardianship changes, Declarations of Residency, and former students who have withdrawn and wish to re-enroll will use it. Parents of currently enrolled students will not use it.

### **Will families who change their address need to do so at the central enrollment office?**

- Most families can change their address at the school site; the registrars will check for the proper documentation and forward it to central enrollment for the data clerks to input. However, parents with guardianships changes, movement to another boundary school attendance area, and Declarations of Residency must go to the Central Enrollment Office. (If a student moves to another attendance area school but wishes to remain at his current school for the following year, he needs to apply for Choice.)

### **Will this mean that registrars at the schools will be replaced by centralized enrollment?**

- No. Since registrars handle much more than enrolling new students or changing addresses for students who have moved, their jobs will not be replaced by centralized enrollment. The goal is simply to reduce their burden while making the system more efficient.

### **Where will central enrollment be located?**

- It will be at the ESC at 1500 East 128<sup>th</sup> Avenue in Thornton.
- It will be housed directly inside what is now the “Employees Only” entrance (formerly the main entrance) at the front of the building.

### **Will there be a second location?**

- The district will start with one location and may add a satellite in the future. For now, the cost of operating a second site is prohibitive.

### **What are the hours for the central enrollment office?**

- It will be open Monday through Friday twelve months per year, excluding holidays. For three days a week it will be open from 7:30 AM to 4:30 PM, and for two days it will be open from 7:30 AM to 6:30 PM. More details will be forthcoming.

### **How will parents get to the ESC if they have no transportation?**

- Public transportation can be taken; the RTD bus runs the full length of the district on Washington Street. Jennine Saulino is working on getting some free passes to be distributed to families at schools.

### **How will the office be manned?**

- It will have one receptionist and two data entry clerks; bilingual skills are a plus.

**Given the tight economy, does this cost the district more money?**

- No. The jobs for the three people come from existing positions within the IT department.

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**Who will supervise these positions?**

- Jennine Saulino, Manager of IT Customer Services, will supervise the central enrollment office and the three workers. The Chief of Staff's office will provide additional support related to superintendent policies around residency, Choice, and transfers.

**Will the workers be trained?**

- Yes. The receptionist and two clerks will receive training on the system, superintendent policies, forms, welcoming parents, working with families, etc.

**What will happen if the three clerks have too many parents to service?**

- The IT department will provide back up when necessary.

**Will there be enrollment packets for parents, as was provided in the past?**

- Yes, but the packets will be designed by the IT department after consulting with the registrars, schools, and departments in an attempt to synchronize information for Infinite Campus and to make the packets consistent throughout the district.
- The packets will be available at schools, public libraries, apartment complexes, online, and at the ESC.

**Will parents complete the enrollment packets at the central enrollment office?**

- No. The packets should be completed by the parents before they go to the office. However, if they have questions, they will be answered by the office employees.

**If a student needs CELA testing for services for English Language Learners, will that be done at the central enrollment office?**

- Yes. There will be personnel who will administer the test.

**Since students will no longer go to the individual schools to register, will the schools lose contact with kids and their parents?**

- No. Students and their families still must go to the schools to get classroom assignments and schedules. In addition, many schools have orientation programs to meet the principal, get information about activities, etc.

**What is the timeline for central enrollment?**

- The office will open in April or May, depending on the hiring and training schedule.
- It's "Business as Usual" in the schools until the office formally opens.

**How will this process be communicated to parents?**

- It will be done through the Communications Division and will include information through the district web site, drop-in articles for principals' newsletters, Five Star Journal, FSSTV, etc.

**Will charter schools be part of this process?**

- Yes, with the exception of COVA. The district will include charter school students so that consistency of data can be maintained throughout the district.

**Is the centralized enrollment program going to work?**

- Yes. However, keep in mind that 09-10 will be the first year of the new process, and it will receive close monitoring so that improvements can be made. Anytime a new process is instituted, there will be bumps in the road; nevertheless, everyone is working hard to keep the bumps few and low to the ground.

**What changes are anticipated for the future of centralized enrollment?**

- Online registration packets are being considered. Proof of residency, custody papers, etc. would still have to be brought into the office.
- As the office goes through its first year of operation, changes needed for better service will be implemented.