

## Understanding the Open Enrollment Declaration E-CAST 2019

In 1993, Governor Wilson signed into law a bill intended to increase parental choice options within California's public schools. This bill required school districts to adopt an Open Enrollment Transfer procedure as a condition for receipt of apportionments from the State School Fund. Open Enrollment is an option that schools may utilize to allow non-resident students to attend a school other than their school of residence. It is not mandatory that any school take part in the Open Enrollment program.

In E-CAST, a Principal will make their open enrollment declaration by navigating to the Open Enrollment Forecast Review screen. Here they will review Master Planning and Demographics (MPD)'s proposed open enrollment forecast for their school and see how the open enrollment population fits into their school.

The Forecast Review screen first shows the Principal their school's capacity. It compares capacity against their school's proposed total on-site enrollment forecast. This determines the estimated available space remaining at their school.

The open enrollment forecast proposed by MPD is separated into two categories: CONTINUING and REPLACEMENT.

CONTINUING open enrollment consists of students already enrolled at the school and who will continue attending during SY2019-20. The continuing open enrollment portion of the forecast may not be changed.

REPLACEMENT open enrollment is the number of students needed to replace outgoing open enrollment students who are matriculating. In most cases, MPD rolls the outgoing number back into the school as the forecast for the incoming number.

If a Principal disagrees with the number of proposed open enrollment students and wants a higher number, the original continuing and replacement students will be subtracted from their proposed total to determine the number of new open enrollment students that they will declare. Please note that once new open enrollment students have been declared on an E-CAST application, they will not appear on the current EACE screen. ***The number of new open enrollment seats declared will not be staffed-for until school begins.***

There may be circumstances when a Principal disagrees with the number of proposed open enrollment students and wants a smaller number. This may be the case if the Principal is phasing out their open enrollment program. Because continuing open enrollment may not be changed, only the incoming open enrollment may be reduced.

If they have any continuing open enrollment students, however, the Principal is cautioned against setting the incoming open enrollment to zero. Because the law specifies that siblings of continuing open enrollment students are entitled to attend the school, the Principal should assess the potential number of siblings that may be involved and plan accordingly. This may mean retaining a few seats to accommodate the incoming siblings of continuing open enrollment students. If they set the incoming total to zero, the Principal will see a warning message advising them to allow some space for siblings.

A Principal's final open enrollment declaration is equal to the number of new seats declared plus the incoming seats declared. This is netted against the school's capacity, returning the estimated space available in the school. E-CAST will not allow a Principal to increase open enrollment beyond the school's estimated available space.

If a Principal believes their school's capacity in E-CAST is incorrect, they may contact Vincent Maffei at 213-241-7597 or [vincent.maffei@lausd.net](mailto:vincent.maffei@lausd.net) to discuss their concerns. The necessary steps will be taken to review the school's capacity with the Principal and make any adjustments that are found to be warranted.

***Remember! Staffing will only be allocated for continuing and replacement open enrollment. Any new open enrollment beyond that will not be staffed-for until school begins in SY2019-20.***