

ADMINISTRATIVE CIRCULAR NO. 11
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 18, 2017

To: Principals, Vice Principals, Counselors and Enrollment Staff

Subject: ENROLLMENT OF INTERNATIONAL AND NONIMMIGRANT STUDENTS

Department and/or Persons Concerned: Principals, Vice Principals, Registrars, School Site Office Managers, and Attendance/Enrollment Clerks

Due Date: Enrollment Periods

Reference: Education Code Section 48200; District Administrative Procedure Nos. 6123 and 6130

Action Requested: Determine if student has already been issued a high school diploma from country of origin; determine if student is establishing residence; determine if a student is an approved international exchange participant

Brief Explanation:

California Education Code regarding compulsory education requires that all minors between the ages of 6 and 18 without a high school diploma be enrolled in school.

International students seeking enrollment who are not yet 18 and have not yet obtained a high school diploma may be enrolled. School counseling staff should assess the student's transcripts to determine the most appropriate course of study to support the student to be diploma bound.

International students seeking enrollment who are 18 or older, and do not have a high school diploma should be referred to the Adult Education Department, or to the San Diego Community College District.

International students seeking enrollment who are not yet 18, and have obtained a high school diploma from the country of origin may not be enrolled. These individuals should be referred to the San Diego Community College District.

International students who are not establishing residence, and are visiting San Diego for a short period of time are not entitled to enrollment.

International exchange students must be sponsored by a program in the Registry of International Student Exchange Visitor Placement Organizations, and must submit the request to the Neighborhood Schools and Enrollment Options Office following District application procedures. Please note, San Diego Unified is not certified as a Student and Exchange Visitor Program (SEVP), therefore, the District cannot issue Form I-20 to nonimmigrant students desiring to obtain F-1 visas.

District policy holds that all students residing within the San Diego Unified School District attendance area can enroll in their school of residence.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

APPROVED:



Greg K. Ottinger, Ed.D.
Chief Business Officer

MM:ir

Distribution: List B, D, E, F