



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Procedures for Capping School Enrollment

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ROUTING
Local District
Administrators
Principals
School Administrative
Assistants

MAJOR CHANGES: NONE

PURPOSE: The purpose of this reference guide is to outline the procedures related to capping the enrollment of a school: a) capping a school’s enrollment, including the 3% notification; b) resuming the enrollment of students or backfilling; c) stopping backfilling; and d) return options at the end of the year.

PROCEDURES: I. BACKGROUND

The Capacity Adjustment Program (CAP) is a component of the District’s plan for relieving overcrowded schools. School Management Services (SMS) determines the amount of classroom space available in all schools and works with the various District offices to coordinate the use of classroom space in schools. School Management Services authorizes the capping of schools and coordinates the assignment of traveling students and all operational responsibilities related to the CAP.

II. PROCEDURES

A. Capping a School’s Enrollment

School Management Services staff may cap the enrollment of a school each year when it exceeds the classroom space available. When the principal determines that capping may be necessary, the following procedures should be implemented:

1. The principal notifies the local district superintendent or designee using the “3% Memorandum” (Attachment A) when the enrollment of the school is within three percent (3%) of the operating capacity in kindergarten and/or grades 1-5/6 at elementary schools or in all grades at secondary schools.
2. The local district superintendent or designee reviews the enrollment data with the principal and forwards an approved copy of Attachment A to School Management Services, Beaudry Bldg.- 21st Floor. **The completion of Attachment A is necessary before a school can be capped, even when the school was capped the previous school year.**



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

3. When all enrolled students have reported to register-carrying teachers in classroom settings causing the school to be at or beyond its agreed upon capacity, the principal completes Attachment B and sends it to the local district superintendent for approval. The local district superintendent forwards an approved copy to School Management Services, Beaudry Bldg.-21st Floor, to request capping the school.
4. When it has been agreed that capping the school is necessary, school staff and School Management Services staff will initiate the following procedures:
 - a. Schools are to notify parents during registration of their children that the school is capped. If transportation arrangements are not completed, **students must be enrolled and placed in a classroom setting at the sending school until transportation is provided.**
 - b. Schools are to inform parents of students, who will be capped, of their options:
 - To enroll at a specific integrated receiving school with District transportation provided, if such a school has been identified.
 - To enroll at a specific PHBAO receiving school with District transportation, if such a school has been identified.
 - To enroll at a school with available space when an open enrollment transfer can be issued within District guidelines, with no District transportation provided.

Note: See Planning, Assessment and Research Branch Bulletin No. 2197, "Open Enrollment Transfers for Elementary and Secondary Students," dated January 30, 2006. Secondary students who choose this option may apply to the administrator of the school of choice for MTA transportation.

 - To enroll at an adjacent school with available space, an Overcrowded Permit may be issued with no District transportation provided.

Note: See Student Health and Human Services Bulletin No. Z-5 (Rev.), "Permit and Student Transfers in Elementary and Secondary Schools," Dated February 18, 2003.
 - c. When an identified Special Day Class student enrolls in a capped school, the principal should call the appropriate local district special education coordinator for assistance and placement.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- d. Sending and receiving school principals follow CAP procedures outlined in the Capacity Adjustment Program Directions, which is available separately from School Management Services.
- e. CAP students remain at the receiving school for the entire school year.

B. Resuming the Enrollment of Students or Backfilling

The principal should use the following guidelines to enroll students in a school which has been capped as space becomes available during the year through attrition:

1. After a school is capped, classroom space in the capped school becomes available when students transfer out. Schools must backfill during the year to the operating capacity agreed upon at the Enrollment Roadshow, excluding special education and magnet programs.
2. If a parent wants to enroll two or more students in a capped sending school where there is space for only one of the students, the following options are to be given:
 - a. Enroll one student in the one available space and transport the other student(s) to a CAP receiving school.
 - b. Transport all of the students to a CAP receiving school thus assuring that all siblings will attend the same school.
3. If parents want to enroll two or more students in a capped sending year-round school where there is space, but on different tracks, the following options are to be given:
 - a. Enroll the students on different tracks with an explanation that the siblings will have different days of attendance and vacation.
 - b. Transport all of the students to the same CAP receiving school thus assuring that the siblings will attend the same school on the same dates.

C. Stopping Backfilling

In the spring semester, it is occasionally necessary for a capped school to stop backfilling before the school's capacity is reached. This may occur when a school's culminating/graduating class is significantly smaller than its projected incoming class. Once the principal has determined that this is the case, The principal sends the local district superintendent or designee a memorandum (Attachment C) requesting permission to stop backfilling.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

The local district superintendent or designee will review enrollment data with the principal. If the memorandum is approved by the local district Superintendent or designee, a copy is forwarded to School Management Services, Beaudry Bldg. – 21st Floor.

D. Return Options at the End of the Year

It is at the discretion of the sending school principal to determine the return rights of the CAP students to anticipated space for the next school year. The principal has two options:

1. Option 1: If space is not available, the students remain in the CAP at the receiving school.
2. Option 2: If space is available, the principal at the sending school determines the number of returning students for the next year and:
 - a. Notifies the CAP students' parents in writing that the students have an option to return to the sending school. Return options may be based on space, grade level, or program availability.
 - b. Sends a list of CAP students who will no longer participate in the program to the receiving school.

RELATED RESOURCES: Not Applicable

ASSISTANCE: To review an elementary school's capacity and procedures to CAP, call Corby Alsbrook, Administrative Coordinator, School Management Services, at (213) 241-6414.

To review a secondary school's capacity and procedures to CAP, call Bruce Takeguma, Administrative Coordinator, School Management Services, at (213) 241-6414.

