

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2018

**To:** Principals, Vice Principals, Counselors and Enrollment Staff

**Subject:** INFORMAL SITE INITIATED PLACEMENT (ISIP)

**Department and/or Persons Concerned:** Principals, Vice Principals and Enrollment Personnel; Special Education, Guidance and Counseling, Quality Assurance, Placement and Appeal

**Reference:** District Procedure No. 4605, Board Policy A-4520, F-2510, F-6000, H-4000, H-7800, Ed Code Sections 48432.5, 49072

**Action Requested:** Updated Procedures for ISIP Enrollment and Implementation

**Brief Explanation:**

The Informal Site Initiated Placement (ISIP) has been managed by the Neighborhood Schools and Enrollment Options (NSEO) office since the 2017-18 school year.

An ISIP is an agreement between two school principals to allow a student to transfer from one school to another. The reasons to allow such a transfer, which bypasses the formal School Choice application process, must be urgent and compelling, and typically related to safety and security. ISIP by definition is only initiated by the school site or District. It is not an enrollment option that can be requested by a parent. It may not be used to circumvent Choice.

Enrollment via ISIP is not permanent. The parent must submit a Choice application during the next Choice window, and be accepted in order to continue enrollment. There is no priority or guarantee of acceptance. The maximum time allowed for ISIP enrollment is 18 months. There is no enrollment of siblings due to an ISIP. Siblings must be accepted via Choice. The boundary exception code in PowerSchool Demographics is SIP. The end date is through the school year of the next Choice process. Parents must be fully informed of the ISIP enrollment policy.

A principal who wishes to pursue an ISIP must contact NSEO at (619) 260-2410. The ISIP form (see attached) must be filled out in its entirety and include:

- Pupil demographic, academic, and programmatic information including program contacts (example: Special Education)
- Prior efforts to assist pupil
- Reason for the request

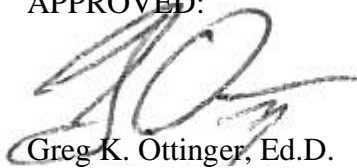
- Schools contacted
- Pupil records
- Parent and Administrator signatures

The completed ISIP form must be submitted to NSEO for approval. ISIP will not be granted for reasons around personal preference or convenience.

General questions concerning this circular should be directed to Marceline Marques at [mmarques@sandi.net](mailto:mmarques@sandi.net).

Marceline Marques  
Operations Support Officer  
Neighborhood Schools and Enrollment Options Office

APPROVED:



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

MM:eh

Attachment

Distribution: List B, D, E, F