



SJUSD

**Open Enrollment
Parent Portal**

Document Properties

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Please send comments, suggestions, or requests for this document to helpdesksis@sanjuan.edu.
Your feedback is appreciated.

OPEN ENROLLMENT

What is Open Enrollment?

The San Juan Unified School District is pleased to offer parents a choice of excellent schools. Families who reside in the SJUSD have the opportunity to enroll students in any of the district schools providing:

- Space is available in the appropriate program. (Available space is determined by defined physical and program capacity of the school after placement of enrolled resident students) **and**,
- Families are willing to provide transportation.

Although Special Education students are entitled to participate in the Open Enrollment Process, not all programs are available at all school sites.

What dates will Open Enrollment be available?

Open Enrollment for the 2011—2012 school year will open February 1, 2011, and close March 15, 2011.

How do I submit a request?

1. Print the *'Open Enrollment Application Form'* from the San Juan Unified School District public website and submit the completed form to your local school site, San Juan Central, or mail the form to San Juan Central at 3700 Garfield Avenue, Carmichael, CA 95608 **or**,
2. Submit a request using the San Juan Unified School District Open Enrollment Portal. A link can be found on the home page of the SJUSD public web site.
 - a. Go to the San Juan Unified School District public website <http://www.sanjuan.edu>
 - b. Select the Open Enrollment Portal link.

NOTE: If you have not been issued a Personal Identification Number (PIN) and Password, please contact your school or San Juan Central at 916-SAN-JUAN (916-726-5826) for the required login information.

San Juan Unified School District - Open Enrollment

Welcome to the San Juan Unified School District Open Enrollment Portal.

Please enter your Parent Portal PIN and password then click Logon to fill out an Open Enrollment request form.

c. Sign in using your Parent/Guardian Personal Identification Number (PIN) and Password.

San Juan Unified School District - Open Enrollment Request

Please select the student for whom you would like to generate an open enrollment request:

Micky Kenal ▾

d. Select the appropriate student by using the drop down menu.

Note: If the list of available information does not include all of your students, please contact the student's school to have your accessibility information corrected.

San Juan Unified School District - Open Enrollment Request

Please select the student for whom you would like to generate an open enrollment request:

Micky Kenal ▾

Current Student Information:

Student ID: 89504
Student Name: Micky Lynn Kenal
DOB: 1/17/1995
Current Grade Level: 10
Current School: 0209 Casa Roble Fundamental HS
Next Year Grade Level: 11
Next Year Resident School: 0209 Casa Roble Fundamental HS

Please select the school you would like this student to attend:

Please select... ▾

e. Select the school of choice.

Please select the school you would like this student to attend:

0206 Bella Vista High School ▾

f. Select the reason for the request.

Please select the reason for your request:

Please select... ▾

g. Click "Submit Open Enrollment Request".

Check this box to indicate your understanding and agreement that you are responsible for the student's transportation to and from school. The assigned open enrollment school becomes your child's school of residence and is a permanent change. You may only request a change of site for the next school year.

Submit Open Enrollment Request

Exit

After submitting your request, you will receive the following message. Please print the confirmation for your records.

Thank you for using the San Juan Unified School District Open Enrollment Form.
Your request has been submitted.

Please verify the information shown here and [print this confirmation for your records.](#)

After printing your confirmation, you can choose to create or edit another request or exit the portal.

Create/Edit Another Request

Exit

To revise your request, follow the previous steps to log in and find your student. If the student already has a request, you will receive the following message.

**An Open Enrollment request has already been made for this student.
If you would like to make changes to this Open Enrollment request please click the edit button below.**

Edit Open Enrollment Request

Exit

Select, "Edit Open Enrollment Request" and make any necessary changes.

For any questions regarding the Open Enrollment Request process, please contact San Juan Central at (916) 726-5826