

UTK Pre-Enrollment 2023-2024



Presented by

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Neighborhood Schools and Enrollment Options



Agenda

- **Overview of UTK Pre-Enrollment Process**
 - UTK Pre-Enrollment Google Form
 - School Site Responsibilities
- **IT - PowerSchool Data**
- **Home Language Survey**
- **Contact Information**
- **Questions**
 - Contact your NSEO Enrollment Support Staff

We are here to support sites and families through the process. NSEO Enrollment Support Staff are assigned by cluster to assist sites with any questions.

Together, we will have a successful enrollment process for UTK. **You will do great!**

Pre-Enrollment Priority Window

February 1, 2023 - February 28, 2023

Eligible Birthdate Range

September 2, 2018 - September 1, 2019

**Students must be 4 years old
by September 1, 2023**

Google Account

Parents/guardians need a Google account to complete the form. They may use a different email address to submit a form.

What if parent/guardian doesn't have a Google account?

- NSEO and school site staff may assist parents/guardians with creating a Google account.
 - Create an area to assist parents with the Google form, i.e., have computer access.
 - Have staff available to support with translation if needed. Contact Translations Unit for support.
- NSEO and school site staff may complete the form and submit documents for the parent/guardian.

How to access the UTK Pre-Enrollment Google Form

Each site will have its own **UTK Pre-Enrollment Google Form**. It will be available beginning February 1, 2023 on the [Universal Transitional Kindergarten webpage](#).


- Parents/guardians will use SchoolFinder to access the Google Form. A link will also be available on the UTK webpage.
- **Parents will need to enter both the student's date of birth and the home address.**
- The address will provide the student's resident school and a link to that school's Google Form.
- Parents can then complete the **UTK Pre-Enrollment Google Form** and submit.

UTK School Finder

- Parents/guardians will access School Finder at https://www.sandiegounified.org/schools/school_finder
- Parents must enter the student's DOB. If the student is too young or too old, it will display an error message and will not let parent proceed.
- If DOB meets the age requirements, the resident school will populate along with the Google Form.

Find My UTK School

1) Enter your child's **birthdate** and **address** in the form below.
2) Click the Find Schools button. Schools assigned to your home address appear on the results page.
TIP: See an alphabetical [list of all street names](#) to check spelling.

Birthdate: 

Street Number *	Street Direction	Street Name *
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>

* indicates a required field.


Address Not Found? You may live outside of San Diego Unified. Visit [San Diego County Office of Education](#) for assistance with determining what school district you live in.

Need Help? Review the [address search directions](#). Still having trouble? Please contact the Boundaries Office at (619) 725-5668.

View Maps - You may view attendance boundaries for the [District](#) and for [individual schools](#).

UTK School Finder Result

- Under **Notes**, the UTK Pre-Enrollment Google Form link for the resident school will display (see image below). Click on the link.
- Proceed to complete the UTK Pre-Enrollment Google Form and submit.

School Type	School Name, Address, Phone Number
 Elementary School	BIRNEY 4345 CAMPUS AV SAN DIEGO, CA 92103 (619) 497-3500 Get directions
Notes Please use the following link to register for UTK at Birney Elementary - https://forms .	

Pre-Enrollment Google Form

[Barnard Google Form](#)



Birney UTK Pre-Enrollment 2023-2024

Please answer all questions and upload required documents (birth certificate, proof of residence, IEP/504). **Your child must be 4 years old by September 1, 2023** to be eligible for [Universal Transitional Kindergarten \(UTK\)](#). Priority will be applied by resident status and student's date of birth.

Completing this form does not guarantee enrollment. If your child is offered a seat at Birney Elementary, you will be contacted to complete the enrollment process. If space is unavailable at your school of residence, you will be offered enrollment at the next closest school with space available. Once offered a seat at Birney Elementary, you will need to complete the school enrollment packet in a timely manner, and provide [up-to-date immunization requirements for UTK](#) and other documents as required. Not completing enrollment in a timely manner may cause your student to lose their seat, and it will be offered to the next eligible student. Seats

UTK Pre-Enrollment Priority Period

February 1, 2023 to February 28, 2023

- School staff may assist parents/guardians in completing the **UTK Pre-Enrollment Google Form**.
- Parents/guardians must complete the UTK Pre-Enrollment Google Form, and attach a **Birth Certificate, Proof of Residence, and IEP or 504 Plan (if applicable)**.
- A **Google account is required** to complete the UTK Pre-Enrollment Google Form. If a staff member completes the form for parents/guardians, they do not need to create an account but must be logged-in to the SDUSD Google Workspace account.



UTK Spreadsheet

- On April 3, 2023, site enrollment clerks will be provided access to their site's individual UTK spreadsheet. Sites will then contact families on the verified list to complete enrollment.
- **Access to the UTK spreadsheet will be provided to the Principal, Enrollment Clerk and ESA.**
- Once the student is enrolled, complete the Disposition and Date columns.
- If a parent declines enrollment, make sure to update the Disposition/Date columns then notify your NSEO Enrollment Support Staff via email.
- NSEO will remove the student data from your seated list onto the Dropped and Declined tab. A new name will be provided from the Overflow List.
- **Parents will continue to complete the Google Forms. Even if your site is at capacity. Families can be directed to NSEO for follow up on placement options.**
- **NSEO will continuously track open and available seats. Students will be prioritized for placement every 2 weeks.**

Dedicated Magnets - Barnard, Longfellow, Muir, Mountain View

- A Google form will not be completed by parents.
- Seats will be filled via Choice.
- Spreadsheet will be maintained for tracking purposes by NSEO.
- Update your Choice dispositions. NSEO Support Staff will update the Google Spreadsheet.

Placement, Disposition, Date, Comments

Verified	Placement	Disposition	Date	Comments
	Resident	Enrolled		
	Cluster Overflow	Dropped		
	Out-of-Cluster Overflow	Declined		
	Choice			
	Choice Sibling			
		▼		
	Out-of-District	▼		
		▼		
		▼		
		▼		
		▼		
		▼		
		▼		

Important Reminder

- Do not rename the **SPREADSHEETS** or **TABS**. Doing so will create errors in the UTK Tracker.
- Bookmark or star your spreadsheet for easy and convenient access.
- Do not create a separate spreadsheet. This is unnecessary step and creates double the work for enrollment staff.
- NSEO will be ranking and continuously updating spreadsheets so schools may complete the enrollment packet.

UTK Pre-Enrollment File Responses

- On April 3, 2023, site enrollment clerks are given View Only access to their site's "**UTK Pre-Enrollment File Responses.**"
- Birth certificates, proof of residence, IEP, 504 Plan.
- No action is required on your part.
- Documents will be readily available to view when accessed from the Google Spreadsheet.

Site UTK Spreadsheet

[Barnard Spreadsheet](#)

BIRNEY		UTK Enrollment 2023-2024					
#	First Name	Last Name	Twin Triplet Multiple	Birth Certificate	Parent	Phone	Address
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Course Section in PowerSchool

Course Number	Course Name
EUTK	Universal Transitional Kindergarten
<u>EUTKB</u>	Universal Transitional Kindergarten (Biliteracy)
EUTKE	Universal Transitional Kindergarten (Span Imm)
EUTK_B	Universal Transitional Kindergarten - Biliteracy
EUTK_DHH	Universal Transitional Kindergarten (D/HH)
EUTK_DL	Universal Transitional Kindergarten-Dual Lang
EUTK_DLF	Universal Trans Kindergarten-Dual <u>Lang</u> French
EUTK_DLM	Universal Trans Kindergarten-Dual Lang Mand
EUTK_F	Universal Transitional Kindergarten (French Imm)
SDC_DUTK	Spec Day-DHH/UTK
SDC_MSUTK	Spec Day- <u>ModSevere</u> /UTK
SDC_NUTK	<u>SpecDay-MildMod</u> /UTK
SDC_PUTK	Spec Day-Phys Hndcp/UTK

What grade to enroll students in?

Grade 0

September 2, 2018 - April 2, 2019

Grade -1 (PK4)

April 3, 2019 - September 1, 2019



April 3, 2019 - September 1, 2019 Birthdates

Students born in this birth date range will remain coded in Grade -1 for the entire school year 2023-2024.

The need to change grade levels (from -1 to 0) during the year is not necessary.

Stored Search & Reports

A stored search to assist in identifying students meeting the date of birth range for school year 2023-2024.

- (DOB - 9/2/2018 through 9/1/2019)

The sqlReports will continue to be available to assist in identifying all UTK students at a school or district level.

- UTK Students



Program and Tags

UTK Special Program

The UTK program will automatically populate when:

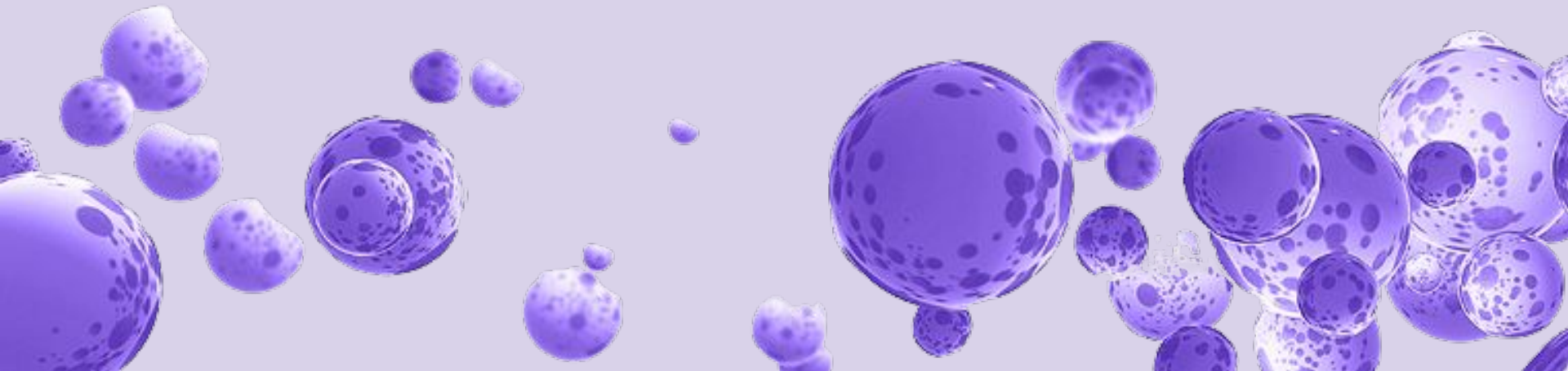
- DOB eligibility
- Student is in grade level 0 or -1
- UTK course enrollment
- Enrollment is at specific UTK hosting school

UTK Alert



An alert for students in UTK will be displayed when the following criteria are met:

- DOB eligibility
- UTK course enrollment
- UTK Special Program
- Enrollment is at specific UTK hosting school



When to Enter Home Language Survey Data

Birthdate Range

- **September 2, 2018 – April 2, 2019**

Upon registration.

- **April 3, 2019 – September 1, 2019**

Students will retain their “-1” coding until they are enrolled in Kindergarten in Fall 2024.

Home Language Survey will not be completed until the following school year (2024-2025).

A HLS should be provided at Kindergarten. It is a legal document and is completed as part of the enrollment packet/process.

Questions on Home Language Survey (HLS)

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Resources

[Enrollment Clerk Training - Office of Language Acquisition](#)

[Home Language Survey - Parent Presentation ENGLISH](#)

[Encuesta del Idioma del Hogar - Presentación para Padres SPANISH](#)

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Questions?