



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Choices/Opciones Application and Brochure Timeline, 2018-2019

NUMBER: MEM-2089.12

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

ROUTING
 All Employees
 All Locations
 All Offices
 Local District Superintendents
 Administrator of Operations
 Magnet Principals
 Magnet Coordinators

Keith H. Abrahams III, Executive Director
Student Integration Services

Hilda Maldonado, Executive Director
Multilingual and Multicultural Education

DATE: August 21, 2017

PURPOSE: To provide the *Choices/Opciones* Brochure and Application Timeline information for the following programs:

- Magnet
- Permits With Transportation
- Dual Language and Bilingual Programs (DLP)

MAJOR CHANGES: A major change is the addition of the Dual Language and Bilingual Programs (DLP) to the *Choices/Opciones* Brochure. The *Choices/Opciones* brochure will be available in LAUSD schools, Parent and Community Services (PCS), Local District offices, Los Angeles City Libraries, and the Student Integration Services Office the week of September 25 – September 29, 2017. The application window opens on October 2, 2017 and the deadline to submit *Choices/Opciones* applications for the 2018-2019 school year is November 9, 2017.

PROCEDURES: The timeline for *Choice/Opciones* application process and the distribution of the brochures and related materials is as follow:

August 28, 2017 – August 31, 2017	Two <i>Choices/Opciones</i> posters will be delivered to all school sites, one in English and one in Spanish.
September 25, 2017 – September 27, 2017	Postcards advertising the <i>Choices/Opciones</i> programs, e-Choices, and application will be mailed to all K-11 LAUSD students. Postcards will be mailed to the student’s primary address as listed in MiSiS. Schools are responsible for updating the information in the MiSiS System.
September 25, 2017 – September 29, 2017	<i>Choices/Opciones</i> brochures and request for additional brochures will be delivered to all



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	<p>schools by Truck Operations. Brochures will be delivered to LAUSD Schools, Local District Offices, LAUSD Headquarters, Parent and Community Services (PCS), and Los Angeles City Libraries. Place the brochures in the Main Office or another prominent place.</p>
<p>September 29, 2017 – November 8, 2017</p>	<p>Blackboard Connect messages will be sent out to inform all LAUSD parents of the <i>Choices/Opciones</i> application window.</p>
<p>October 1, 2017 – November 7, 2017</p>	<p>Channel 58 (KLCS) will air a special television program in English and Spanish about the various Integration and Dual Language Programs offered to residents of LAUSD. Check the eChoices website at http://eChoices.lausd.net for air dates and times. Video may also be viewed on the echoices website, Choices TV link.</p>
<p>October 2, 2017</p>	<p>Parents may begin applying and submitting on-line and paper <i>Choices/Opciones</i> applications.</p>
<p>November 9, 2017</p>	<p>Application Deadline. The <i>Choices/Opciones</i> applications must be postmarked or received by the Los Angeles Unified School District, by 5:00 p.m. Applications received after the deadline are considered LATE.</p>
<p>December 2017</p>	<p>Parents will receive a Confirmation or Correction letter which contains important information regarding the application. Corrections must be submitted by the first week of January.</p>
<p>January 8, 2018 – January 22, 2018</p>	<p>Online gifted verification for currently enrolled LAUSD students. The list of students for verification will be available in the Principal's Portal.</p>
<p>February 1, 2018</p>	<p>Parents may begin submitting Late Applications for the 2018-2019 school year.</p>
<p>February 2018</p>	<p>Parents of gifted magnet applicants will be sent a Gifted Eligibility or Ineligibility letter.</p>



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March 2018	Parents of on-time applicants will be sent a Selection or Wait List letter to inform Parents of school placement. Parents have the option to accept or decline placement.
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Only original applications will be accepted. Please do not make copies of the application for distribution, as copies cannot be processed. If additional *Choices/Opciones* brochures are needed, the Request for Additional *Choices* Brochures form (Attachment A) can be filled out and forwarded by fax to Elpidio Ortiz, Magnet Program Liaison at (213) 241-8482.

School office staff are encouraged to use the Quick Reference Guide (Attachment B) when working with parents/guardians.

ASSISTANCE: For assistance or further information regarding the Magnet Program, please contact Lisa Le Sassier, Magnet Program Coordinator, Student Integration Services at (213) 241-6532, or llesassi@lausd.net.

For assistance or further information regarding the Dual Language/Bilingual Programs (DLP), please contact Anne Kim at (213) 241-2550 or anne.kim@lausd.net.



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Student Integration Services

ATTACHMENT A

REQUEST FOR ADDITIONAL CHOICES/OPCIONES BROCHURES

Only a limited number of brochures have been printed this year.
Please encourage parents to complete an on-line application.

FAX TO: (213) 241-8482

ATTN: Elpidio Ortiz

Date: _____

School: _____ Telephone: () _____

Contact Person: _____

ADDITIONAL BROCHURES

English _____

Spanish _____

*Armenian _____

*Chinese _____

*Farsi _____

*Filipino _____

*Korean _____

*Russian _____

*Vietnamese _____

**Schools will receive the translations of the Choices brochure guidelines, gifted/highly gifted criteria, and application instructions in the requested language.*



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ATTACHMENT B

LOS ANGELES UNIFIED SCHOOL DISTRICT Student Integration Services

QUICK REFERENCE GUIDE FOR 2018-2019 CHOICES/OPCIONES APPLICATION

CHOICES/OPCIONES application window - October 2, 2017 to November 9, 2017.

Dual Language and Bilingual Programs are now included in the Choices Brochure and application.

- The *CHOICES/OPCIONES* applications include three school program options. Parents may select any and/or all of the options listed below:
 - Magnet Programs – Parents may select up to three choices.
 - Permits With Transportation (PWT) – This is for students living in select PWT sending areas. School assignments in the PWT Program are made by the District.
 - Dual Language and Bilingual Programs (DLP) – Parents may select up to three choices.
- Descriptions of the Magnet, PWT and DLP programs can be found in the *CHOICES/OPCIONES* brochure and on-line at <http://echoices.lausd.net>.
- eChoices (Online applications)
 - Parents may apply and submit the application online at <http://echoices.lausd.net>.
 - Parents who submit the application online will receive a confirmation email within 24 hours.
 - Parents may also download the application and submit in person or by mail (postage required). Schools are encouraged to assist with this process.
- *CHOICES/OPCIONES* Brochures (Paper applications)
 - Paper applications will be available to interested parents/guardians at the following locations:
 - LAUSD Schools
 - LAUSD Local District Offices
 - LAUSD Administrative Building, Student Integration Services
333 S. Beaudry Ave, 25th Floor
Los Angeles, CA 90017
 - Parent and Community Services
1360 W. Temple St.
Los Angeles, CA 90026
 - Los Angeles City Public Libraries
- Late Applications
 - The Late Application process will allow applicants to apply for a single Magnet program and/or a single Dual Language Program after the ON-TIME application window has closed. Late Application applicants are not assigned priority points nor do they accrue any priority points. Late Application seats for late applicants will open after all of the students



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LATE APPLICATIONS CONTINUED

ATTACHMENT B

on the waiting list have been offered placement at the selected school site. Please be aware that filling out a Late Application does not guarantee student placement. Applicants will be called by the school site when an opening becomes available. This may occur through January, 2019.

- Late Application applicants may apply online or complete the *CHOICES/OPCIONES* paper application, beginning February 1, 2018.
 - To apply online go to <http://echoices.lausd.net> and click the 2018-2019 Late Application link. After filling out and submitting an application, parents will receive a confirmation number and a receipt of application. Applicants will also be able to view their applications.
 - Download a Late paper application, from the <http://echoices.lausd.net> website or use the paper application found in the *CHOICES/OPCIONES* brochure and mail it after February 1, 2018, to: LAUSD Administrative Building, Student Integration Services, 25th floor, 333 S. Beaudry Ave, Los Angeles, CA 90017.
- Applicants currently enrolled and/or on the waiting list for one magnet program or Dual Language Program who accept placement through a Late Application will automatically be dropped from their current school.
- Notification Timeline
 - December 2017 – All on time applicants will receive either a Confirmation letter or a Correction letter regarding the application status. This notification may be via email or U.S. mail.
 - February 2018 – Selected applicants who applied for a Gifted/Highly Gifted/High Ability Magnet will be notified of eligibility. This notification may be via email or U.S. mail.
 - March 2018 – All on time applicants will receive a Selection or Waiting List letter. This notification may be via email or U.S. mail.
- Related Resources:
 - MEM-6158.4, Permits With Transportation (PWT) Application Procedures and Timeline 2018-2019

Please encourage parents who are encountering technical difficulties or did not receive a Confirmation, Correction, Selection or Waiting List letter to call the Student Integration Services parent support number at (213) 241-4177 or toll free at (877) 462-4798.

For school personnel concerns regarding the Magnet and PWT programs, please call Student Integration Services at (213) 241-6532.

For school personnel concerns regarding the Dual Language and Bilingual Programs (DLP), please call (213) 241-2550.