

TO: Families of students receiving special education services
From: Fred Row, Interim Executive Director of Special Education
RE: Enrollment and Riser Process
Date: February 26, 2009

This document will serve to assist and guide you through the enrollment process for the 2009-10 school year. This year, for the first time, we are encouraging **every special education riser** (preschool to kindergarten, kindergarten to first grade, fifth to sixth grade, and eighth grade to ninth grade) to go through an enrollment center to enroll for the next school year. Open enrollment is March 2 through March 31. You will still need to work with your IEP team regarding services and IEP documentation.

You will need to go to an Enrollment Center or go online to access the enrollment application paperwork. In addition, you will need to:

- Attend school tours
- Fill out the enrollment application with your school choices.

Applications must be received no later than 8:00 p.m. on March 31, 2009 at one of the Enrollment Centers. Assignment letters will be mailed out by the end of May.

For more enrollment information go to the SPS Enrollment Web site at www.seattleschools.org/area/eso/story.dxml or contact an enrollment center (see attached letter from Enrollment for more information).

Transportation: Please refer to the 2009-2010 Enrollment Guide for information on transportation eligibility

Enrollment and Special Education: Special Education supervisors will be working with Enrollment to confirm or change the assignment if the services outlined in the IEP cannot be reasonably accommodated at the school of choice. Every effort will be made to assign your student to one of your school choices.

Special Education Reform and the Riser Process: Refer to Q & A Communication Document on the Special Education Website:
<http://www.seattleschools.org/area/speced/parentcommunicator.pdf>

Thank you for your patience with the process this winter as we transition to a new model; one that will ensure quality of education for your student and allow more choice in the process.