

Seattle Public Schools
Enrollment Planning Summer Internship Program Application



Program Overview

The Seattle School District’s enrollment planning team is seeking a graduate student intern to provide research and analysis support. Our mission is to create efficient systems and provide accurate information to serve schools, families, and communities equitably. This internship is research-intensive and self-directed. Responsibilities will include translating one of the broad research questions below into a structured project plan, independently identifying and gathering relevant data, executing the project, and providing regular progress updates to the team. Interns should be comfortable navigating ambiguity and making informed decisions with limited direction.

Project 1: Benchmarking enrollment best practices compared to other districts

This project will involve researching enrollment practices at similar districts to understand how Seattle’s practices compare and developing policy recommendations for the enrollment planning department.

Project 2: Data visualization and communication

This project will involve understanding our current data management and communication strategy and making suggestions for improvement based on empirical research, best practices, and a goal of equitable community engagement.

Project 3: Entry-grade enrollment research

This project will involve collecting data on enrollment trends in the region in kindergarten, 6th, and 9th grades and collating this into a useable format for the department. Research would entail understanding how families make decisions about entry-grade enrollment.

Project 4: PreK and kindergarten

This project will entail researching the landscape of 0–5-year-olds in the city of Seattle, including the educational options families choose and the reasons behind those choices. This may involve collecting data from childcare providers and the early learning department, with the goal of developing recommendations for increasing kindergarten enrollment.

Applicants must be a current graduate student at a local college or university, commit to working at least 10 hours per week from between June 15 and September 15, 2026, and **attach their resume or CV with this application**. Start and end dates are negotiable. Applications are due by 5 p.m. PDT on May 29, 2026, to enrollmentplanning@seattleschools.org.

Applicant Information

Name: _____

Phone, Email, Address: _____

Institution, Major/Field, and Degree Program: _____

