

Pre-K Enrollment for 2016-2017

Pre-K enrollment is around the corner, and it is going to be excellent—for schools, parents and students. We know there were frustrations with last year's enrollment process, and we have worked diligently to create a process and service for families and schools that will be the most successful and high-quality to date.

The Basics of the Enrollment Process:

1. Enrollment will begin February 1, 2016.
2. **Pre-K round-up will occur at all sites with a Pre-K program on the following dates: February 2-4, 2016.**
3. Enrollment will be online but require only one specific process—not two steps like it was last year.
4. Families may enroll online at the following locations:
 - a. any mobile device, home computer or publicly accessible computer (libraries, churches, etc.)
 - b. the enrollment center, where dedicated and trained staff members will assist families
5. Enrollment will be on a first-come, first-serve basis with limited protections for neighborhood families, transfers who are siblings of students attending the school and transfers of children of district employees.
6. If seats are available, automated notices will inform parents that school enrollments are approved very shortly after the enrollment form is submitted. The waiting that occurred last year will not occur this year.
7. Dual-Language Immersion, Eisenhower, Mayo and Zarrow have separate processes.

Enrollment Process Highpoints:

February 1 – March 31, 2016:

Enrollment will be open to all families for any school with a Pre-K program. Enrollment forms will be processed on a first-come, first-serve basis for all available slots with no limitations on neighborhood students. There will be a 25% cap on transfers during this time period. With regard to transfers, preference will be given to siblings and Tulsa Public Schools employees' children. Available seats will be based upon this year's Pre-K allocations.

Enrollment center will manage the cap on transfers during this time period behind the scenes using SmartChoice. In practical terms, assuming available slots, neighborhood students will know immediately that they have been enrolled. This is also true for transfer students who are siblings and employee-children as long as the 25% cap on transfers has not been met. At the end of this two-month enrollment window, transfer students who are not siblings or children of employees will also be enrolled if there is space remaining in the program after filling available slots with all neighborhood students and sibling/employee transfers enrolling during the two months.

ECDC sites—Bunche, Porter and Reed—will be open and available to all families at all times assuming there are still seats left at the particular ECDC site. Dual Language Immersion,

Eisenhower, Mayo and Zarrow do not have “neighborhood students” and have unique contexts. As such, they are addressed specifically below.

April 1 –April 30, 2016:

Information relating to students who attempted to enroll in February and March but did not get a seat: Enrollment center staff will contact any students (transfer or neighborhood) who attempted to enroll in February and March but who were not enrolled because seats were not available at the school they selected. Enrollment center staff will offer and enroll students in any available seats at their neighborhood school, ECDC sites, or other schools according to the direction of parents.

Specific information relating to students who did not attempt to enroll in February and March: Enrollment systems will be operational, allowing parents to “get in line” virtually for enrollment into a program, but the processing of new enrollment forms will not occur until May using the process described below.

May 1, 2016 forward:

Enrollment will be open at all sites with a Pre-K program on a first-come, first-serve basis for available seats. There are neither protections for neighborhood students nor preferences for siblings and employees’ students during this time period. As mentioned above, enrollment center staff will assist families on a 1:1 basis as needed to help them find available seats or, if the family prefers, enter their name on a waiting list.

Eisenhower and Zarrow:

Pre-K programming decisions and enrollment processes will be announced in the next two weeks. There are several financial and space-related implications that we need to analyze further and discuss with school and district leaders.

Dual-Language Immersion and Mayo:

These schools’ elementary programings begin at Pre-K and operate pursuant to a separate magnet lottery process. As such, their Pre-K enrollment processes are not affected by these decisions.

Contact us for questions about:

Pre-K out-of-neighborhood (transfer) placements: 918-746-7522 or 918-746-7501

General enrollment and transfers: 918-746-7500

Smartchoice assistance for parents: 918-746-7500

Enrollment Center Hours:

8:00 am to 4:30 pm. New enrollments are asked to arrive by 3:30 pm.