

**Implementation Plan For Informed Consent
For Assignment To Year-Round and Modified Calendar Schools For 2007-08**

Presented To The Board Of Education On May 8, 2007
By The Growth And Planning Department

Timeline

May 8	Present Process To The Board Of Education
May 9	Print approximately 30,500 personalized parental consent forms for parents or custodians of students assigned to year-round or modified calendar schools in 2007-08 as base students.
May 10	Package forms for currently enrolled students by school and deliver to schools. Prepare to mail pre-registered but not currently enrolled forms.
May 11	Send consent forms home from schools to families via students.
May 14-18	Schools remind students to return consent forms and contact families
May 15	Schools send official assignment notification to all students not needing consent for assignment and all students for whom consent has been obtained.
May 21-25	Growth and Planning staff work with schools to conduct follow-up with families who have not returned consent forms
May 29	Growth and Planning informs the Board of Education regarding the number of requests for traditional calendar schools and updated school capacity.
May 29	Transfer appeal hearings begin.
May 29 – June 4	Growth and Planning develops recommendations for traditional calendar assignments as needed to meet parental requests.
June 5	Board of Education receives recommendations for traditional calendar assignments for attendance nodes with students whose parents have requested a traditional calendar assignment
June 19	Board of Education approves traditional calendar assignments
June 20	Growth and Planning mails official traditional calendar assignments to those families who have requested traditional calendar.
June 25-July 6	Families receiving traditional calendar assignments may apply for transfers.
July 9	Tracks 1, 2, and 3 begin the 2007-08 school year
Mid July	Final BOE transfer appeal hearings
July 25	School year for modified calendar schools begins
July 30	Track 4 school year begins
Aug 27	Traditional calendar school year begins
Continuous	New student registration process will be modified to collect parental consent prior to assignment to any year-round or modified calendar school.

NOTE: A Spanish translation of the parental consent form will be made available to schools so that it can be attached to the English form that is pre-printed with the student information.