

Principals and Assistant Principals

Just a reminder that **the months of February and March are designated as the 2018/19 “Controlled Open Enrollment Window”**.

Please assist in helping to inform students/parents regarding Controlled Open Enrollment by doing the following:

1. Placing a link on your school website that is called “2018-19 Controlled Open Enrollment Window”
2. That link should take you to:  
<http://yourcharlotteschools.net/parents/index.cfm#SchoolChoice>
3. Please activate your link by January 5<sup>th</sup> and keep the link active until April 6<sup>th</sup>.
4. If you have an outgoing newsletter, please attach my message regarding controlled open enrollment. This reassignment message will also be posted on the district website.
5. I will personally conduct a district-wide telephone message to all parents in mid-January and again in mid-February reminding parents/guardians about the “Open Enrollment Window”.

Please note that the only individuals who have to complete a reassignment for the controlled open enrollment window are those parents/guardians who want their child to attend a school other than their assigned geographic school for the 2018-19 school year. It is important to note that reassignments (in-county and out-of-county) are active until the student reaches the highest grade level at their current location (pre-kindergarten reassignments are active until the end of their Pre-K Level, elementary reassignments are active until the end of 5<sup>th</sup> grade, middle school reassignments are in effect until the end of 8<sup>th</sup> grade and high school reassignments are good until the end of 12<sup>th</sup> grade).

The only parents/guardians who need to complete a reassignment for the 2018/19 school year are:

1. Those who wish for their child to attend a different school location (other than their geo-school) for the 2018-19 school year (assuming that they are not currently on reassignment).
2. Parents whose child is making a transition to the next level (pre-k to elementary to middle to high) to a school outside their geographic zone.
3. Students who live in a neighboring county must complete a new CCPS Out of County Reassignment Form only when looking to change to a new school within Charlotte County. Once that form has been completed, the student will be allowed to remain at their school until the end of the highest grade level offered at that school. Out-of-County students no longer need to get a “release” from their county of residence.
4. The “sending” and “receiving” principals are not required to sign the reassignment form during the controlled open enrollment process.

Please call me with any questions/concerns.

Dr. D

11/18/16