



ENROLL OAKLAND CHARTERS

INTENT TO PARTICIPATE SY 2017-18 COMMON APPLICATION

AND INSIGHTS/EXPECTATIONS FOR SY 2018-19

School Name (or CMO, if applicable): _____

Your Name: _____

Title: _____

This Letter of Intent conveys meaningful interest to participate in the SY 2017-18 EOC Common Application for enrollments for the SY 2018-19 but is NOT a legally-binding document and does not obligate you or your organization to participate in any future initiatives.

Given that:

- The previously fragmented system of enrollment was difficult for families to navigate, and was especially challenging for the most disadvantaged families; and
- Our school or CMO wishes to make the public school enrollment process as easy as possible for all Oakland families; and
- A collaborative charter-sector enrollment system has benefits for our school or CMO

We are interested in continuing our participation/participating in a city-wide charter enrollment system, which would include the following elements for enrollments for SY 2018-19:

- A common application and timeline;
 - Draft SY 2017-18 Timeline:
 - October 15, 2017 - Finalize lottery preferences
 - November 1, 2017 - Round 1 application launch
 - January 2018 - Lottery verification
 - February 16, 2018 - Round 1 applications due
 - March 6 - 9, 2018 - Schools run lotteries and notify families of results
 - March 30, 2018 - Parent due date to accept or decline Round 1 lottery offers
 - 2019-20 TBD based on input from the EOC Council and Steering Committee
- Data sharing about applications, enrollments, transfers, waitlists, and accepted offers; and
 - Including CBEDS data to report on the full enrollment cycle, subgroups, and mimic OUSD Strategic Regional Analysis (SRA) . OUSD 2016-17 SRA: <http://www.ousddata.org/strategic-regional-analysis.html>
- Joint marketing and outreach activities.

I understand that this will mean:

- My school will be fully supported by the Enroll Oakland Charters (EOC) team, including training and development of school staff, standard operating procedures, communication templates and best practices, direct support provided to families, and school and sector-level data analysis and information sharing including real-time visibility to my school's applicants.
 - To provide this service, EOC will require access to school level SchoolMInt instances. You can review the 2016-17 agreement here:
https://docs.google.com/document/d/1OU-ogDRt7xs90mx7uczMXBzAmwgFPkjuuLwjEy_R5Y/edit
- All applicants to my school must submit an EOC application. My school will not create or distribute a school-specific application for any grades my school serves.
- My school will work with EOC to provide information in a timely fashion for the school choice collateral.
- My school will use the EOC-provided tools and protocols for running lotteries, waitlist management, collecting verification documentation, and communicating offers to families across all grades my school serves. If the tools provided by EOC cannot accommodate specific lottery configurations, EOC will collaborate with the software vendor and school to determine a workable solution.
- My school will not require verification documentation before running a lottery for any grades my school serves.
- My school will work with EOC to assess the feasibility of an Accept One Offer system as well as a common registration process for 2018-19 and/or 2019-20 school year.
- My school will publicly post a link to the EOC application, common application verbiage, and lottery date(s) on the school's website.
- My school will receive summary information about applications and accepted offers at other participating charter schools, which my school can use to predict and manage our roster.
- My school will participate in EOC community outreach activities, for example: city-wide charter school options fairs, regional transition grade fairs, and targeted events with community based organizations.
- My school will participate in EOC training sessions, for example: EOC year 2 kickoff (September), operations training (October, January, March).
- My school understands EOC collaborates with Oakland Unified School District on choice collateral, options activities, summary data sharing, and developing a blueprint towards an citywide application system.
- While EOC will pay for the application, communication, lottery, and waitlist software licensing for the enrollment process corresponding to the 2018/19 school year, my school will be responsible for paying software costs for the enrollment process corresponding to the 2019/20 school year. (estimated cost \$3500 per school)

Representative for EOC Enrollment Council:

*Each participating school or CMO may have one member on the EOC Enrollment Council. Ideally, Council members have **decision-making authority** at their school and are well-informed about enrollment processes and challenges at their school.*

Name: _____ Role/Title: _____

Email Address: _____ Phone Number: _____

Lottery Configuration Signatory:

*A person with **decision-making authority** at your school will be required to review and approve final lottery preferences, weightings, and quotas prior to the launch of the Round 1 application. For a CMO, list who will identify this individual at each school.*

Name: _____ Role/Title: _____

Email Address: _____ Phone Number: _____

Operations contact(s) for my school/CMO:

Your school may have as many operations contacts as needed. Operations contacts are people at your school who deal with applications and enrollment on a regular basis and need to be "in-the-know" with regards to EOC and SchoolMint updates. Please identify the lead operations contact for enrollment and EOC can work with them to keep all school level operations contacts in the loop.

Name: _____ Role/Title: _____

Email Address: _____ Phone Number: _____

Signatory must have decision making authority for your school and/or CMO

Signature:

Print Name:

Date: