

PASADENA UNIFIED SCHOOL DISTRICT

DEPARTMENT ANNUAL PLAN FORM

Fill in boxes below:

DEPARTMENT NAME:	<i>Office of Enrollment, Permits & Student Records</i>
DEPARTMENT STATEMENT OF PURPOSE (A):	<p><i>Through communication, collaboration, and engagement, our team of experienced professionals deliver student, family and community services, maximizing school achievement for students at all levels of learning and providing tailored approaches to insure each child's academic, social, and emotional success.</i></p> <p><i>We focus on the "whole child" in creating purposeful and strategic professional development and innovative programs in the areas of:</i></p> <ul style="list-style-type: none">• <i>Health and wellness</i>• <i>Parent support and education</i>• <i>School safety</i>• <i>Immediate responsiveness to emerging issues</i>• <i>Using multiple platforms to communicate and market timely information on district news, initiatives, programs, events, and achievements</i>• <i>Enrollment options and opportunities.</i>• <i>Inviting community engagement, feedback, and partnerships</i>• <i>Ensuring a welcoming physical and virtual environment in every school and office</i>• <i>Continuously improving our quality systems and service delivery models</i>
LIST OF SERVICES	<ul style="list-style-type: none">• <i>First Choice Festival</i>• <i>Open Enrollment</i>• <i>Permits & Transfers</i>• <i>School Attendance Boundaries</i>• <i>School Tours</i>• <i>Student Records</i>
(OPTIONAL) DEPARTMENT THEORY OF ACTION:	

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2016-17 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
1. Inform more resident families not presently enrolled in PUSD about school options and annual Open Enrollment process.	<p>Reduction in number of visitors to Ed Center seeking permit and Open Enrollment information vs. previous year</p> <p>Increase the number of Open Enrollment community sessions from 3 to 5; increase attendance by 50%</p> <p>Increase First Choice Festival attendance by 10%; solicit feedback from 30% of attendees</p>	<p>*Expand current FAQs into an Enrollment Guide and distribute. Post E version on PUSD web site; make copies available in office and for presentations.</p> <p>*Target and increase outreach to Pre-K families.</p> <p>*Market PUSD Signature Programs with added focus on non-residents.</p>
2. Compile and communicate reasons families un-enroll their students from PUSD.		<p>*Modify and simplify current survey for site staff to distribute.</p> <p>*Collect at semester; compile and report results.</p>
3. Fulfill records requests	<p>Improve turnaround time for record requests from 5-7 business days to Ed Code mandate of 5 business days.</p>	<p>*Transfer all former PUSD student records to CDs and backup CDs on District server.</p>

2. Department Actions for 2016-17(E) <i>What will we do in 16-17 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 16-17?</i> <i>Yes/No</i>
<p>Contract with City of Pasadena Print Shop to create and print <i>PUSD Enrollment Guide</i>.</p> <p>Cover rental fees and provide marketing, supplies, transportation, etc., for annual <i>First Choice Festival</i>.</p> <p>Contract with imaging company to pick up, sort, scan and deliver student records on compact discs. Phase 1</p>	<p><i>Yes-\$7,000</i></p> <p><i>Yes-\$23,000</i></p> <p><i>Yes-\$20,000</i></p>

Return to budget.planning@pusd.us by Friday, February 19, 2016