MOORPARK UNIFIED SCHOOL DISTRICT
5297 Maureen Lane, Moorpark, California (805) 378-6300

RE: **Notice to New Enrollees**
Waiting List Procedures When Classrooms, Grade Levels or Schools Are Full

Dear Parents,

On behalf of the principals, teachers and staff, I would like to welcome you and your child to Moorpark Unified School District. Our desire is to optimize the class size and learning environment for all students. **This letter is to inform you about the possible need to assign your child to a different school or classroom at the beginning of the school year**. Because there is limited space availability at each school, your child may not receive their final school assignment or classroom placement until after the school year starts and enrollments are balanced across the School District.

Students will be put on a waiting list if they enroll after the number of spaces available are filled in a particular school, grade level or classroom. During the first days of the school year, adjustments will be made to accommodate all students as optimally as possible across the School District.

As a public school system, we must estimate our enrollment in the spring, assign teachers accordingly, and then adjust in the fall after we take an actual enrollment count during the first few days of the school year. Therefore, **all school and teacher assignments are tentative until the fall enrollment is analyzed and classes are re-balanced to accommodate all students**.

Criteria used for determining who will be transferred include such things as: date of enrollment, transportation factors and factors related to specialized class make-up.

Please be assured that the staff will implement any reorganization in a sensitive manner. We count on your support to help your child through the process. Our experience has been that while children may feel timid about change, they are also very resilient and easily adjust to new surroundings given sensitive treatment. Be assured that we will do the best we can to minimize changes, but for the reasons outlined in this letter, adjustments are inevitable in the fall. We apologize in advance if this occurs.

Thank you for your patience and recognition that class reorganizations may be required. You are a valued partner with us in the education process of your child. It is very important that we establish and maintain good communication between home and school. Please go to www.mrpk.org for more information regarding our schools.

Sincerely,

Dr. Melissa La Belle
Assistant Superintendent of Instructional Services