




STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: Dr. Miguel A. Cardona, Commissioner of Education 

DATE: December 2, 2019

SUBJECT: Guidance for Connecticut School Districts: Enrollment Process and Practice
Request for Internet and Website Review

Many of you have previously received the attached ***Guidance for Connecticut School Districts: Enrollment Process and Practice***, and have shared it with your staff who are engaged with parents and students in the enrollment process. The Connecticut State Department of Education (CSDE) welcomes questions or conversation about this guidance.

Please take the opportunity to refresh your understanding of this guidance, with particular attention to ensuring that the information posted on your district and school websites does not have the unintended effect of discouraging the enrollment of students, as that is often the first interaction a parent has with your schools.

In reviewing the approaches districts take to student enrollment and registration, CSDE identified as a best practice central registration pages that highlighted the district's statement on inclusive enrollment. It is also particularly welcoming that some districts include on their websites a specific note to homeless students that the McKinney-Vento Act provides protections in connection with the enrollment process and an affirmation of the allowance of registration regardless of citizenship.

If you have any questions, seek additional guidance, or would like examples of other districts' approaches, please contact Attorney Louis Todisco of the CSDE Division of Legal Affairs and Governmental Affairs, at (860) 713-6594 or Louis.Todisco@ct.gov. In the coming months CSDE staff will reach out to districts where registration websites may have content inconsistent with this guidance.

Attachments