Registration and Assignment Update
March 23, 2023

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Office of welcome services

Welcome Services supports students and families in their school choice, registration, assignment and transition to ensure successful enrollment in our Boston Public Schools.

Our update will cover:

- A shared understanding of the process for Enrollment
- SY 22-23 Registration by the numbers
- Exam school assignment process and timeline
- Innovations for expanded success
Enrollment Process

4 Welcome Centers:
- Dorchester
- Roslindale
- Roxbury
- East Boston (Mon & Tues)
- Pop up support for grade or school closures, and special registration events (Wed-Friday)

All appointments are available as remote or in-person options.

Staff support:
- “Next Year” Registrations
- Current School Year Registrations
- Changes of address
- School Transfers
- Work permits during Summer

Languages supported:
- Spanish
- Portuguese
- Haitian Creole
- Somali
- Cabo Verdiano
- Cantonese/Mandarin
- French
- Vietnamese
- Support in 350+ languages via Lionbridge telephonic interpretation services
Registration Rounds

November
Discover schools

December 1
Pre-register

Feb 7 - April 1
Priority Registration for K2 and all other grades

March - May
Assignments sent
March 31: K0, K1, 6, 9
Late April/Early May: Exam School
May 31: Gr 7 and all other grades

Sept 8 - 12
First day of school!

November 15
School Preview begins
Create your list of schools

Jan 5 - Feb 4
Priority Registration
Grades K0, K1, 6, 7* & 9

Sept 8 - 12
First day of school!
BPS facilitates “Next School Year” registration in rounds, addressing:

- Alignment with non-BPS school choices, helping families make timely decisions about their student’s education
- Federal regulations re: language testing timelines, impacting program placement
- Priorities for siblings and for students from closing schools or grades
- Optimization of protocols that ensure students do not hold more than one assignment, thereby enabling more access to students’ top choices
- All assignments from Rounds 1 and 2 (end of May) are utilized by the Transportation Department, to begin planning fall routes.
Assignment Process

Registration Appointment at WC

Does the student need language testing?

- YES
- NO

Assignment Specialist

Newcomers Assessment Center

Does the student have an IEP?

- NO
- YES

Special Education

School

In the rounds, students are assigned random numbers and any priorities, and then entered into a lottery.

In current year, the assignment specialist assigns the student directly.
Assignment: Approximately six weeks after the round closes

During this time:

- Finish case clean up
- Complete language testing appointments
- Finish special education reviews
- Validate siblings to ensure they are linked for priority placement
- Ensure all choices made are still valid (program needs may change choices)
- Set the “round population” - Ensure all students are included: Active BPS students, new registrations, and transfer cases.
- Incorporate special admission schools’ acceptances
- Iterative running / checking of the assignment algorithm
- Final run of the assignment algorithm
- Load assignments and waitlists into ASPEN
- Prepare mailer files.
- Run mail merges, create and check PDFs, set up email notification broadcasts.
- Print and stuff hard copies of assignment notification letters.
Registration by the Numbers

SY’22-23
## Registration by the numbers

<table>
<thead>
<tr>
<th></th>
<th>For SY 2019-2020</th>
<th>For SY 2020-2021</th>
<th>For SY 2021-2022</th>
<th>For SY 2022-2023</th>
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</thead>
<tbody>
<tr>
<td><strong>Round 1 (Jan-Feb)</strong></td>
<td></td>
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<tr>
<td>K0, K1, 6, 7, 9</td>
<td>3170</td>
<td>3479</td>
<td>2271</td>
<td>2710**</td>
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<tr>
<td><strong>Round 2 (Feb- Mar)</strong></td>
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<tr>
<td>K2, all others</td>
<td>2822</td>
<td>3087</td>
<td>2554</td>
<td>2079**</td>
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<td><strong>Current Year Registration (July 1-Feb 28)</strong></td>
<td>2490</td>
<td>6065</td>
<td>8851</td>
<td>NA</td>
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</table>

*Largest increases at K0, 9  
** Round ends April 1.

### In-person vs. Remote Registration

<table>
<thead>
<tr>
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<th>January - Feb</th>
<th>2022</th>
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<tbody>
<tr>
<td>In-person</td>
<td>2193</td>
<td></td>
</tr>
<tr>
<td>Remote</td>
<td>2096</td>
<td></td>
</tr>
</tbody>
</table>

**SY 2021/22:** 80% of families who register in their priority round receive one of their top three choices.
Beyond the Rounds: The work of Welcome Services

Families served:

Newcomer Registrations (July - Feb 29): 8851
Waitlist transactions (July - Nov 30): 1193
Voluntary Transfers (July - Nov 30): 1048
Change of Address/
School Change (July - Feb 29): 563
What does enrollment look like for a family?

Recently arrived Afghan family registered at the Roxbury Welcome Center with six children. Their experience included:

- Our collaboration with a host agency to pre-register the family
- Scheduling of a remote appointment supported by an Afghan translator
- Review all required documents to complete their registration
- Language assessments scheduled with NCAC to ensure simultaneous appointments for the children
- Supported parent to identify school selections, prioritizing keeping siblings together:
  - 2 students assigned to same high school,
  - 2 to the same middle school,
  - 2 to the same elementary school
- Students received school supplies
Exam School Assignment
Process and Timeline

“Why does it take so long to hear about our child’s assignment?”
Exam School: Steps to Assignment

- Confirm Boston residency (for non-BPS families) - December 17
- BPS students submit choices - February 4
- Grades entered in ASPEN - February 11
- GPA verification - Feb 11-Feb 29
- Third Party Validation of GPA - March 1-11
- Calls to qualifying BPS students - March 11 - 18
- Eligibility Notices - March 11-18
- Composite scores finalized - March 21-25
- External Auditor Verification - March 28-April 8
- Finalize capacity at each school - Early April
- Run simulations/test for errors - Mid April
- Final run of assignment algorithm - End of April
- Load assignments and prepare mailers/emails - End of April/Early May
2022 project scope

**Timeline:** February 14 - April 29

**EY will perform the following services for BPS:**

- BPS GPA data validation for students who are within the BPS system and are being invited to enroll into the three exam schools
- Non-BPS GPA data validation for students who are applying to the three exam schools in Boston: Boston Latin School, Boston Latin Academy and John D. O’Bryant School
- Review of composite score calculation
- Validation of the BPS seat projection process
- Assessment of proposed invitation projections for the three exam schools
- Independent review of the socio-economic tier calculations performed by BPS
- Assistance in the review of the new waitlist policy
- Dedicated project management support to BPS as needed
Family Supports & Innovations
**Family Supports**

**Homeless Family support**
- Family comes with letter from a shelter (no additional documents required)
- In conversation with a specialist, as family unable to produce documents
  - Students referred to Opportunity Youth Services

**Proactive calls to:**
- Transition grade families who do not return choice forms
- Families from closing schools/grades to offer guidance and return forms
- Information sessions for school based staff to support their transition grade students on how to make choices/ complete the forms
Innovations

Billboards and Bus Ad

- Mobile Campaign - sends text with copy of the ad

Partner with UPK and Countdown to reach early ed families

Hired ASG Marketing to produce targeted communications campaign for families who tend to register late:

- Radio ads in English, Spanish and Haitian
- Print Ads in Bay State Banner, El Mundo y El Planeta
- BPS poster available in English, Spanish and Haitian
- New Spanish TV ad on Univision
- Social media messaging
Hosted 15 Virtual and 13 in person Registration Information Sessions
Scheduled three or more Virtual School Preview Times/ Tours in every school
Roll out of school videos (via Communications Office)
DiscoverBPS.org
Online Scheduler
Cross Departmental Workgroup to examine options to improve the Rounds timeline
Innovations

Potential partnership with Cradles to Crayons

- Cold weather and school supply essentials for families in need

Expanded outreach Campaign to support English Learner families in zip codes with low Round One participation.

- Part/time neighborhood liaisons
- Targeted marketing campaign

TranslateLive’s ILA
Thank You
## Appendix: Breakdown of In-person vs Remote by Welcome Center

<table>
<thead>
<tr>
<th>Welcome Center</th>
<th>In-Person 1/5-2/7</th>
<th>Remote 1/5-2/7</th>
<th>In-Person 2/8-3/9</th>
<th>Remote 2/8-3/9</th>
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<tbody>
<tr>
<td>East Boston</td>
<td>514</td>
<td>198</td>
<td>210</td>
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<td>Dorchester</td>
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<td>Roslindale</td>
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<td>Roxbury</td>
<td>818</td>
<td>825</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2193</strong></td>
<td><strong>2096</strong></td>
<td><strong>1105</strong></td>
<td><strong>958</strong></td>
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