



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



Strategic Planning Division  
Policy 2022-1

**TO:** All Interdistrict Magnet and Public Charter School Operators

**FROM:** Keith M. Norton, Chief Strategic Planning Officer *KMN*  
Office of Strategic Planning and Partnerships

**DATE:** April 22, 2022

**SUBJECT:** Interdistrict Magnet and Public Charter Schools: Single School Enrollment Standard

In order for the Connecticut State Department of Education (CSDE) to offer fair enrollment opportunities at interdistrict magnet and public charter schools for Connecticut resident students, the CSDE prohibits the practice of enrolling a student in full-time interdistrict magnet school or a public charter school concurrently with a part-time interdistrict magnet school, is also known as “dual enrollment.”

**Interdistrict Magnet Operators Communications**

All interdistrict magnet schools and public charter school operators (operators) must communicate this standard to school leaders and parents/guardians of enrolled students, as well as include it in marketing and recruitment materials to inform future applicants. Examples of notification methods: school website, student application, electronic notification messages, acceptance letters, and printed publications.

It is crucial that timely, clear, and consistent communications occur between operators, schools and families regarding single school enrollment during the following stages: recruitment, application, acceptance, and registration. At the end of this process, only a single school has enrolled the student into the public school information system (PSIS) for the October 1 reporting date.

**CSDE Enrollment Validation**

The CSDE Performance Office will notify the Office of Strategic Planning and Partnerships of students that are simultaneously enrolled either in a full-time interdistrict magnet, a public charter school and a part-time interdistrict magnet school on the October 1 PSIS report date.

**CSDE Operating Grant Payment**

In the case that a student is enrolled in a full-time and part-time magnet and/or charter school, the CSDE will exclude the “dually enrolled” student’s State Assigned Student ID (SASIDs) from

both operator's magnet/charter school grant payment calculations and make appropriate adjustments for every school year the student is "dually enrolled."

### **CSDE Single Enrollment Exceptions**

The CSDE recently notified two new operators Cooperative Educational Services (CES) and Achievement First Bridgeport Academy with the SASIDs of the students that are currently "dual enrolled" and that will be identified as such through graduation. The CSDE will not permit future exceptions.

### **CSDE Contact**

The Office of Strategic Planning at [SDE.StrategicPlanning@ct.gov](mailto:SDE.StrategicPlanning@ct.gov) or [860-713-6465](tel:860-713-6465).

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