



PRIZMAH

Center for Jewish Day Schools

Responding with Readiness | Temporary Student Enrollment

In recent days, we've received numerous inquiries from schools seeking guidance on managing student enrollment for new students on a temporary basis. We know that Jewish day schools and yeshiva leaders are working hard to lead during difficult, unprecedented times. This document is intended to help you navigate both enrollment requests from both Israeli families and local public/independent school families looking to transfer into a Jewish school. We acknowledge the sensitivities around navigating a decision-making process in a manner that takes into the consideration your students and school community.

Prizmah's recommendations for ways to work through these processes are below.

Temporary Student Enrollment

Responding with Readiness

STEP 1: Evaluation and Decision

Taking Stock

The Admission Professional and Head of School (HOS) meet to determine the school's position on enrolling students on a temporary basis. The following is a frame to consider in decision making.

- **Staffing Needs:** Assess current staffing structure and determine what staffing adjustments are needed.
 - Supporting non-English speaking students in the classroom
 - Supporting current students as new students transition into the classroom
- **Curricular Impacts:** Identify the potential impact on the curriculum or any adjustments, if any, that are needed to support temporary and current students to integrate into the class.

- **Support Systems:** Determine what support you need if you were to bring in temporary students.
 - Academic support
 - Behavioral supports
 - English Language Learners (ELL)
 - Social/Emotional support
- **Impact:** Discuss potential impact on your students, specific grades and the school community.
- **Community Response:** Consider how the community might support/react to enrolling students on a temporary basis.

Decision

Based on the conversation points noted above, your school will need to make a decision on how to proceed with any inquiries for temporary enrollment.

- **Not Enroll**
 - Build messaging statements/responses to have ready in the event you need to use them. Consider different messages for internal and external constituents that explains your school's decision around temporary enrollment that are unique for the following constituent groups; inquiring families, board members, faculty and staff, and current families and ensure all the staff is aware and knows who to send any inquiries to should they receive comments.
 - Notify your staff first and share with them sample messages they can use in response to any inquiries or questions they may receive and who they can direct people to with any questions.
- **Enroll**
 - Build messaging statements/responses for internal and external constituents that explain your school's decision around temporary enrollment that are unique for the following constituent groups; inquiring families, board members, faculty and staff, and current families.
 - Notify your staff first and share with them sample messages they can use in response to any inquiries or questions they may receive.

STEPS 2 and 3 are for schools that have made the decision to enroll students

STEP 2: Planning for Enrollment

Internal Structure

Once a school has made the decision to enroll temporary students, consider the following components to prepare your team to receive a temporary student.

- **Tuition:** Determine the school's position on tuition for temporary students. For example, some schools have indicated that they intend to waive tuition for the first month of enrollment, and some are waiving altogether and others have indicated that they will charge a prorated amount monthly. Ensure that you keep your finance professional informed of your decision.
- **Academic Preparation:** Meet with the academic team to help determine what they need in terms of support to welcome a new student.
- **Admission and Enrollment Forms:** Determine what forms you need to have completed to enroll a student. Please note, many of the students may not have any access to school records, medical records, or evaluations. As a school team, determine what information you need as a minimum to enroll a temporary student. You may need to research state requirements to ensure compliance, particularly in terms of academic and medical records.
- **Staff Support:** Meet with your staff to get an understanding of what they need to integrate a new student in the class.
- **Transition Plans for Students:** To aid with the transition, build a transition plan to share the student and the family about what to expect, resources, community engagements.
- **Communication:**
 - *New Students and Families:* Determine how best to add new parents of temporary students to receive school information and connect to families in the school.
 - *Current Families:* Send a communication to current families about any new temporary students you are welcoming to your community.
 - *Faculty:* Send a communication to faculty about any new temporary students you are welcoming to your community.
 - *Donors/Community:* This is an opportunity for your school to share with your donors how you are supporting your current students and families and any temporary enrolled students.
 - *Communicating your school's openness to take temporary enrollment:* We are hearing from schools that most of their inquiries are coming from word of mouth and from their school community.

- **Community Resources:** Check with your local community organization (Federation, JFS, etc) to see what community support you can share with your community.

STEP 3: Implementation

- **Timelines:** Keep timelines tight to facilitate a smooth process for the students and the community.
- **Community Connection:** Engage any other day schools in your area to see if there is an opportunity to collaborate on your approach to taking temporary students.
- **Communication:** Maintain ongoing and transparent communication with the community

We are here for you as you navigate these uncharted waters. Please reach out to [Beth Rivkind](#) or [Amy Adler](#) if you have any questions.