

MEMORANDUM

TO: Choice School Administrators
FROM: Brad Pendleton, Choice Scholarship Program Coordinator
DATE: January 26, 2017
SUBJECT: Choice School Application Process for the 2017-2018 School Year

The school application window to apply to participate in the Choice Scholarship Program for the 2017-2018 school year opens Thursday, January 26, 2017 and closes on Friday, September 1, 2017.

Indiana Code 20-51-4-3 (f) specifies, “*Each year the principal of each eligible school shall certify under penalties of perjury to the department that the eligible school is complying with the requirements of this chapter. The department shall develop a process for eligible schools to follow to make certifications.*”

All schools wanting to participate in the Choice Scholarship Program for the 2017-2018 school year, including schools that have participated in prior years, must complete the application process certifying that the school is in compliance with program requirements. All schools must complete an updated version of the *Application to Become an Eligible School*. This form is available on the Choice Scholarship Program website at: <http://www.doe.in.gov/choice>.

Schools must also provide a copy of the school’s admissions policy, tuition and fees policy and rates for the 2017-2018 school year, Special Education Assurance Form, and a Choice Contact Form. Schools not accredited by the Department are required to provide proof of accreditation.

A school’s application will be considered incomplete and the school will not be listed as participating in the Choice Scholarship Program on the Department’s website until the required documents have been received by the Department.

All required documents (application, admissions policy, tuition rates, proof of accreditation, Special Education Assurance Form, and contact survey) should be saved as one pdf file, which should then be submitted by email to choiceschool@doe.in.gov.

Please keep in mind the Department estimates a two week turnaround to process completed applications.

For questions, please email choiceschool@doe.in.gov.