

MEMORANDUM

TO: Choice School Administrators
FROM: Brad Pendleton, Choice Scholarship Program Coordinator
DATE: January 18, 2019
RE: Choice School Application Process for the 2019-2020 School Year

The school application window for participation in the Choice Scholarship Program for the 2019-2020 school year opens Friday, January 25, 2019 and closes on Sunday, September 1, 2019.

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 2019-2020 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 the 2019-2020 Choice School Application [Form 54705(R8/12-18)]. This form is available on the Choice Scholarship Program website at: www.doe.in.gov/choice.

Schools must also provide a copy of the School Application Cover Sheet, the school's 2019-2020 admissions policy, tuition and fees policy and rates for the 2019-2020 school year, the school's discount policy with a description of all fees and discounts, Special Education Assurance Form, and a Choice Contact Survey. Schools not accredited by the Department are required to provide proof of accreditation. The School Application Cover Sheet is posted on the Choice Scholarship Program website under the icon for schools and in the Choice Scholarship Community on Learning Connection.

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 (cover sheet, application, admissions policy, tuition rates, discount and fees policy and descriptions, 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.

The documents submitted as part of your school's application must be considered final for the 2019-2020 school year and not subject to change.

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

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