

**Choice Scholarship Department**  
**Getting Started for Schools**  
2018-2019 School Year

1. Read through the materials at <http://www.doe.in.gov/choice>, especially the FAQ for Schools, as a starting point. These materials provide important background on rules and requirements for participating schools.
2. If your school is not currently accredited by the State Board or a Board recognized accrediting agency, you must complete the appropriate process for accreditation (IC 20-51-1-4.7). Schools with accreditation that expires before or during the school year must provide proof of renewal. For accreditation related questions, please contact the Department's Office of Accountability and Accreditation at (317)232-6610.
3. Begin the school application process by submitting the following documents as a single pdf to [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov):
  - School Application Form**, found on our website at <http://www.doe.in.gov/Choice>
  - 2018-2019 Tuition and Fees Policy** - This must be the final policy, approved by your school's governing body, for the 2018-2019 school year. *For additional information regarding tuition and fees, please see our guidance document, posted in the Choice Scholarship Community on Learning Connection.*
  - Policy for tuition discounts**
  - 2018-2019 Admissions Policy** - This must be the final policy, approved by your school's governing body, for the 2018-2019 school year.
  - Special Education Assurance Form**, found in the Learning Connection, Choice Scholarship Community.
  - Choice School Contact Form**, found in the Learning Connection, Choice Scholarship Community.
  - Proof of accreditation**, if you are accredited by any agency other than the State Board of Education
4. Schools will be sent a letter by email when the Department approves the school's application and the school's name will be listed on the Department's website as a resource for parents. The letter will detail the next steps the school should take to fully enroll in the Choice Scholarship Program.
5. Register on the Learning Connection at [www.learningconnection.doe.in.gov](http://www.learningconnection.doe.in.gov) and join the Choice Scholarship Community.
6. Review Choice 101, found in the Choice Scholarship Community on Learning Connection.
7. Review the documents available on the Choice website, including:
  - Student Eligibility Criteria
  - Household Income Limits
  - Income Verification Rules
8. Review the 2018-2019 documents posted in the Choice Scholarship Community of Learning Connection, including documents that are required to be kept as documentation for student applications.
9. Be sure that you have a means of quickly communicating with parents or legal guardians of students who are approved for a Choice Scholarship. Parents or legal guardians are required to complete and/or sign important documents, including Endorsement Forms and Special Education Endorsement Forms (if applicable) authorizing the Department to make a payment to the participating Choice school on the student's behalf.
10. Make sure there are one or more points of contact available at the school who are familiar with the program.
11. Please maintain up to date contact information with the Department. If any changes need to be made to your school's contact information, email the changes to [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov).