

MEMORANDUM

To: Choice School Administrators
From: Brad Pendleton, Assistant Director of Nonpublic Schools
Date: January 24, 2020
Subject: Choice School Application Process for the 2020-2021 School Year

The school application window for participation in the Choice Scholarship Program for the 2020-2021 school year opens Friday, January 31, 2020 and closes Sunday, September 1, 2020.

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 2020-2021 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.

Schools must submit as a single PDF the following documents: School Application Cover Sheet, School Application Form 54705 (R9/11-19), the school’s 2020-2021 admissions policy, tuition and fees policy and rates for the 2020-2021 school year, the school’s discount policy along with a description of all fees and discounts, Special Education Assurance Form, and a Choice Contact Form. Schools that are not accredited by Indiana’s State Board of Education (ISBOE) are required to provide proof of accreditation. The Choice Scholarship school application packet is available for download at www.doe.in.gov/choice in the section labeled “Schools” as well as in the Nonpublic School Community on <https://moodle.doe.in.gov>.

A school’s application will be considered incomplete and the school will not be listed as participating in the Choice Scholarship Program on Indiana Department of Education’s (IDOE) website until all of the required documents have been received, reviewed and approved by IDOE.

All required documents should be saved as a single PDF, which should then be submitted via email to choiceschool@doe.in.gov. The documents submitted as part of your school’s application must be considered final for the 2020-2021 school year and not subject to change. After being approved, any changes made to the Choice Scholarship school application must be submitted to IDOE for review before being implemented.

Please keep in mind there is an estimated two week turnaround to process completed applications. Please email choiceschool@doe.in.gov with any questions.