



## PARENT INSTRUCTIONS FOR SCHOOL CHOICE APPLICATION Grades K-5

1. A CHOICE application should be submitted for each student entering grades K-5 only if one of the following applies: **(1)** you are requesting a change of school for 2018-2019; **(2)** you plan to move to a different location on the same side of the district and want your child to remain at their current elementary school.
2. **Cross district placement requests will not be considered.** If the student lives on the EAST (Southport) side of the district the CHOICE request must be for a school on the EAST (Southport) side of the district. If the student lives on the WEST (Perry) side of the district, the CHOICE request must be for a school on the WEST (Perry) side of the district. This requirement stands for ALL requests, regardless of transportation.
3. **DO NOT** submit a CHOICE application if your child has been approved for the school CHOICE program in a previous year. You **MUST** submit an application for each sibling that would be new to the school.
4. Applications will only be accepted for students entering grades K-5 who are fully registered at the home school or assigned Kindergarten Academy. Up to 20 spots will be made available at each Kindergarten center without transportation.
5. The deadline for receipt of **ALL CHOICE APPLICATIONS IS FRIDAY, FEBRUARY 23, 2018.** Receipt address is: Perry Township Education Center, 6548 Orinoco Avenue, Indianapolis, IN 46227. **Late applications will not be accepted.**
6. Approval Criteria and Procedure for Selection:
  - A. The requested school must have adequate space in the requested grade level to accommodate the student without creating overcrowding.
  - B. Any special services that the student may require must be available at the requested school.
  - C. District ethnicity make-up will be considered as a guide for placement.
  - D. Requests by parents for siblings of currently enrolled students and/or special education placements to attend the same school will receive priority.
  - E. Parents are encouraged to apply early as the date the application is received can impact placement.
7. The Assistant Superintendent will finalize the approval process and provide written notification to all applicants **starting Friday, MARCH 16, 2018.**
8. All students approved for CHOICE will automatically be placed at the CHOICE school based on the application information. It is the parent's responsibility to notify us if there has been a change to the information since the application was submitted, or if the parent no longer prefers CHOICE placement.
9. Once approved for school CHOICE, the student may continue at the CHOICE school throughout the elementary grades. Further, the district assures that the CHOICE student may continue through middle school and high school on the CHOICE school side of the district. **If at any time the student moves to the opposite side of the district, choice placement must be reviewed.**
10. **Once approved for the school CHOICE program, the student is expected to remain at the CHOICE school for a minimum of one school year.**
11. If the student leaves the CHOICE program for any reason or withdraws from the district, the parent must re-apply for the school CHOICE program through the annual application process.