

PARENT INSTRUCTIONS FOR SCHOOL CHOICE APPLICATION Grades 1-5

1. A CHOICE application should be submitted for each student entering grades 1-5 only if one of the following applies: **(1)** you are requesting a change of school for 2019-2020; **(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 1-5 fully registered at the home school.
5. The deadline for receipt of **ALL CHOICE APPLICATIONS IS FRIDAY, February 22, 2019.** Receipt address is: Perry Township Education Center, 6548 Orinoco Avenue, Indianapolis, IN 46227. **Late applications will not be accepted.**
6. The Assistant Superintendent will finalize the approval process and provide written notification to all applicants **starting Friday, March 15, 2019.**
7. 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.
8. Once approved for school CHOICE, the student may continue at the CHOICE school throughout the elementary grades. **If at any time the student moves to the opposite side of the district, choice placement must be reconsidered.**
9. **Once approved for the school CHOICE program, the student is expected to remain at the CHOICE school for a minimum of one school year.**
10. 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.