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October 29, 2013

TO: Chief School Administrators  
School Principals  
School Business Administrators

FROM: Jessani Gordon, Director of Interdistrict School Choice

SUBJECT: Interdistrict School Choice Student Application Process for 2014-2015 Enrollment

The Interdistrict School Choice Program has seen dramatic growth over the last several years, from 15 districts and 1,000 students in 2010-11 to 136 districts and an estimated 5,500 students next year. The program gives families a choice in selecting a district that best meets their needs and allows districts to increase enrollment and more efficiently use space in their schools. This memo provides an overview of the student application process and what is expected of the sending/resident and choice districts.

Student applications to choice districts for the 2014-15 school year are due December 2, 2013 and applicants are required to submit a [Notice of Intent to Participate](#) form to their districts of residence by December 2, 2013. For a [Student Application Timeline](#) and more detailed information on the program, please visit the [Interdistrict Public School Choice Website](#).

### Student Application Process for Students and Districts

1. *Student Application and Notice of Intent to Participate* Submission: **December 2, 2013**
  - Parents/guardians must submit the student application to the choice district(s) the student is interested in attending by **December 2**. Each choice district develops its own application and posts it on their district website.
  - Parents/guardians must also submit a [Notice of Intent to Participate](#) form to the district of residence by **December 2** to notify the district of the student's intention to participate in the choice program. The resident district is not required to respond to the *Notice of Intent to Participate* but should keep the notice on file and provide the parents with a dated receipt of acknowledgement.
2. Confirmation of Student Enrollment: **December 6 – December 13, 2013**
  - The choice district reviews all submitted applications and must give priority enrollment to Tier 1 students (students who attended public school in their resident district for the entire 2013-2014 school year).

- The resident district must verify Tier 1 eligibility of choice applicants. By **December 6**, the choice district will submit their choice applicants' information on a [Confirmation of Enrollment](#) spreadsheet and send to each resident district from which it received student applications.
- To confirm Tier 1 eligibility, the resident district will confirm whether or not each student was counted in the 2013 October ASSA and whether or not the student continues to be enrolled in the district. Resident districts must return the completed *Confirmation of Enrollment* spreadsheets to each choice district by **December 13**.

*District's Notice of Conditional Acceptance, Rejection or Waitlisting: **December 20, 2014***

- Choice districts must notify students by **December 20** whether the student is accepted, rejected, or waitlisted. If the number of applications exceeds the number of available seats, a lottery will be conducted and a waitlist developed.

*Student's Notice of Intent to Enroll: **January 6 – January 17, 2014***

- Parent/guardians of students who were accepted by a choice district must submit a [Notice of Intent to Enroll](#) form to the choice district by **January 6** to confirm the student's seat.
- By **January 17**, choice districts must submit a copy of each *Notice of Intent to Enroll* to the respective resident districts of the accepted students to notify them that the student will be attending the choice district in the coming fall.

**Enrollment Data Submission: January 24, 2014**

- Choice districts must submit their final choice enrollment numbers to the DOE to receive funding for FY2015.

**Transportation Requests: March 15, 2014**

- The resident district is responsible for transportation services of all eligible choice students. By **March 15**, the choice district must send to the resident district the [Request for Payment of Transportation Aid](#) for those students. The request for transportation payment should be sent to the district the student would have attended if he/she were not attending the choice school. Visit the [choice school transportation procedures](#) for more information.

To learn more about the Interdistrict School Choice Program, visit the program website (<http://www.state.nj.us/education/choice/>) and find district and family-friendly forms and templates, timelines, FAQs, and an interactive map to help families locate the nearest choice districts with quick links to school performance reports and contact information.

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