

**SCHOOL CHOICE PROGRAM APPLICATION 2017-2018**

The deadline for School Choice is **March 1, 2017**. A lottery will be conducted to fill available school choice slots for the coming school year the first week of March. Applicants will be informed by their home high school regarding their status by April 1. **Applications received after March 1 may be considered on a case-by-case basis, depending on slots still available at a high school and individual school choice procedures.** Please note: **Only a limited number of school choice slots are available each year.** Every school has a different number of slots depending on the size of the school and the set limits established in accordance with VT Law.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Name of Parents/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

Mailing Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Name of Parents: Guardian \_\_\_\_\_ Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

Physical Address (if different from mailing address above): \_\_\_\_\_

Town/City of Legal Residence: \_\_\_\_\_

Student's Current Grade Level: \_\_\_\_\_ Current School Attending: \_\_\_\_\_

Are you anticipating a change in residency status (will you be moving) at any time during the next school year? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_

**SCHOOL APPLYING TO:** 1<sup>st</sup> Choice \_\_\_\_\_  
2<sup>nd</sup> Choice \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_

**REASON:** Please indicate why you are interested in school choice. In order to evaluate the effectiveness of school choice it is helpful to know the reasons why students wish to attend other schools.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please complete both sides of this application)

**SIGNATURES:**

We have read and understand the guidelines pertaining to the School Choice Program. We understand that parents and guardians are responsible for the transportation of our student to and from the choice school and that our student must adhere to the academic and behavioral expectations established by the choice school district. Acceptance into a School Choice Program is contingent upon a determination by cooperating schools that a student is in good standing.

_____	_____	_____	_____
Parent/Legal Guardian Signature	Date	Student Signature	Date
_____	_____	_____	_____
Principal Signature-Current School	Date	Principal Signature-School Choice School	Date

Please send/give this form to the Principal of your current home high school.

*Please note that **signatures mean your application has been received and forwarded and does NOT mean you have been accepted** for school choice. Should you be accepted for choice, you will receive a notice from the receiving school inviting you to come in and register.*

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*For Office Use Only*

**Home School Instructions**

- When the School Choice application has been approved by the home school Principal, fax a copy to the choice school as soon as possible.
- Cooperating principals make “good standing” determination.
- Once the lottery has been completed, the principal of the student’s home school or designee will notify the family of their selection into the choice program.
- If a student does not make it into the choice program, the family will be notified in writing and will be given his/her ranking from the lottery.
- The principal or designee will notify the choice school of the acceptance or rejection of the choice program.

**Choice School Instructions**

- Once the application is received and approved by the choice school Principal, please fax a copy back to the home school for their records.
- Assure that your district is able to enroll the student in line with regard to “caps” or agreement.
- Contact parent/guardian of applicant to setup enrollment appointment.
- Request records from the home school Guidance Department.

## 2017-2018

The following guidelines and procedures will facilitate the implementation of the program in 2017-18.

**I. Number of students:**

The number of students accepted within the program of choice will be reviewed and set on an annual basis by each high school.

**II. Timeline**

For the 2017-18 school year:

December and January	Notification of parents and students of opportunity to apply for school choice
March 1, 2017	Applications due to home school
March 7, 2017	Lottery completed, families notified if permitted out
March 11, 2017	Families notified if first choice placement approved
March 23, 2017	Families who did not get first choice notified if second choice placement is approved
April 1, 2017	Third choice placement approval notification
April 15, 2017	Acceptance of choice due

**III. Duration of choice**

- Selection for the choice program will take place only once during the school year using a lottery as needed to prioritize acceptances.
- It is understood that if a student is accepted into the choice program, the student will continue to be enrolled at the choice school for the remainder of the high school career. If (s)he makes the decision to no longer participate in the choice program, the only option is to return to his/her school of residence.
- If a student determines that (s)he does not wish to continue in the school choice program for the next school year, (s)he should notify the home school by January 15 or at the earliest possible time.

**IV. Application process**

- Applications for the choice program can be obtained from the student's home school guidance department or on school web sites.
- Applications will be processed on a student-by-student basis (not by families).
- Once the application has been completed, the application must be returned to the principal of the home school by the **March 1 deadline.**
- The home school principal will confirm the receipt of the application and prepare the materials for the lottery.
- Students may indicate a first, second, and third choice for schools on their applications.

**V. Lottery Process**

- All applications that are received by the deadline will be included in the choice lottery.
- The school order for the lottery will be randomly determined.
- All applications for a school will be drawn and a ranking will be assigned to each applicant.
- If a student has indicated a 1<sup>st</sup>, 2<sup>nd</sup>, and/or 3<sup>rd</sup> choice, applications will be submitted into the lottery for each requested school. If the student is ranked at a level by lottery for acceptance into his/her first choice of schools, (s)he will be removed from the ranked list from his/her second and third choices.

**VI. Notification of selection into the choice program**

- Once the lottery has been completed, the principal of the student's home school will notify the family of their selection into the choice program.
- If a student does not make it into the choice program, the family will be notified in writing and will be given his/her ranking from the lottery.

**VII. Acceptance of the choice program by the family**

- The family will notify the principal, in writing, by April 15, and by January 15 in subsequent years, whether or not the student will be participating in the choice program.
- The principal will notify the choice school of the acceptance or rejection of the choice program.
- If the family does not participate in the choice program, the next student on the list from the lottery list will be notified.

**VII. School responsibilities for notification**

- The principal will inform the family that they need to
  - contact the choice school guidance department to start the enrollment process
  - ensure student records are transferred to the choice school
- The principal will inform the principals in choice schools which students will be participating in the program for the upcoming year.
- The home school will notify the choice school of any individual educational plan