



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Choice School Administrators

From: Brad Pendleton, Director of Non-Public Schools

Date: January 17, 2023

Subject: Choice School Application Process for the 2023-2024 School Year

The school application window for participation in the Choice Scholarship Program for the 2023-2024 school year opens Friday, January 27, and closes on Friday, September 1.

All schools wanting to participate in the Choice Scholarship Program for the 2023-2024 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. All schools must complete the 2023-2024 Choice School Application [[Form 54705 \(R10/10-22\)](#)].

A school's application will be considered incomplete and the school will not be listed as participating in the Choice Scholarship Program on the Indiana Department of Education's (IDOE's) [website](#) until the required documents have been received by IDOE.

All required documents (cover sheet, application, admissions policy, tuition policy, discount and fees policy and descriptions, proof of accreditation, special education assurance form, and choice contact form) should be saved as one pdf file, which should then be submitted by email to ChoiceSchool@doe.in.gov. The documents submitted as part of a school's application must be considered final for the 2023-2024 school year and not subject to change.

Please keep in mind, IDOE currently estimates a two week turnaround to process completed applications.

For questions, please contact ChoiceSchool@doe.in.gov.



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Choice Scholarship Program Getting Started for Schools 2023-2024 School Year

1. Read through the materials found [here](#), especially the FAQ, as a starting point. These materials provide important background on rules and requirements for participating schools.
2. If your school is not currently accredited by the Indiana State Board of Education (SBOE) or an SBOE recognized accrediting agency, you must complete the appropriate process for accreditation (IC 20-51-1-4.7). Schools with accreditation that expires before or during the school year must provide proof of renewal prior to August 1, 2023. For accreditation related questions, please contact the Office of Accountability and Accreditation at schoolaccountability@doe.in.gov.
3. Begin the school application process by submitting the following documents as a single pdf to choiceschool@doe.in.gov;
 - School Application Cover Sheet (see page two of this document)
 - School Application Form, 54705 (R10/10-22)
 - 2023-2024 Admissions Policy
 - 2023-2024 Tuition Policy
 - 2023-2024 Discounts Policy
 - Descriptions of all fees and discounts
 - Proof of Accreditation, if you are accredited by any agency other than the State Board of Education.
 - Choice School Contact Form.
 - Special Education Assurance Form

Policies submitted as part of the Choice school application should be the final policies for the 2023-2024 school year, approved by your school's governing body. Any changes made to policies after IDOE approval of the Choice application must be submitted to IDOE for review and approval.

4. Schools will be sent a letter by email when IDOE approves the school's application and the school's information will be listed on the IDOE website as a resource for parents. The letter will detail the steps schools should take to fully enroll in the Choice Scholarship Program.
5. Register on the Non-Public School Community in Moodle.
6. Review Choice Certification slides and 2023-2024 documents posted in the Non-Public School Community in Moodle, including documents that are required to be kept as documentation for student applications.
7. Review the documents available [here](#).



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2023-2024 Choice Scholarship Program School Application Cover Sheet

I affirm that the following documents are attached:

- Completed Choice School Application [Form 54705(R10/10-22)]
- Finalized 2023-2024 Admissions Policy
- Finalized 2023-2024 Tuition and Fees Policy
- Finalized 2023-2024 Discount Policy
- Descriptions of all Fees and Discounts
- Proof of Accreditation (if not state accredited)
- Completed Choice Contact Form
- Completed Special Education Assurance Form

By signing below, I agree to the following:

I attest that all required policies are final. Any alterations to the approved policy must be submitted to the Department immediately for review.

I acknowledge that any tuition, fee, and/or discount amount that is not included as part of our school application cannot be included in the tuition and fees amount entered on a Choice student application.

I acknowledge that the approval of the Choice school application by IDOE does not qualify all included tuition, fees, and/or discount amounts for use on Choice student applications. The school must use the guidance provided by IDOE when using any tuition, fees, and/or discounts to calculate student tuition and fees for the Choice student application.

Printed Name

Date

Signature

Title



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Choice Scholarship Program Guidance Regarding Fees and Discounts 2023-2024 School Year

This document provides guidance to schools regarding which fees should be included and which discounts should be applied to the tuition and fees amount reported on a Choice Scholarship application. The amounts of fees and discounts are determined by your school's governing body.

The school's tuition and fees policy and rates must be included in the school application. All discount policies should be included, even if they are not publicized in school documents for prospective families. Any changes to the school's tuition and fees policy and rates must be submitted as an amendment to your school's application for approval before the school application deadline. Changes cannot be made after the application deadline, September 1.

An eligible Choice Scholarship student should be charged the same tuition and fees, and receive the same discounts and reductions of tuition, as a similarly situated non-Choice Scholarship student attending the same eligible school.

An eligible school may not charge eligible Choice Scholarship students tuition and fees that are in amounts that differ from the tuition and fees charged to a similarly situated non-Choice Scholarship student. All fees and discounts must be applied uniformly to all students.

This document is intended as guidance, addresses the most common discounts and fees, and it is not all inclusive. School specific situations and/or questions should be sent to ChoiceSchool@doe.in.gov.

Fees

Include:

Tuition
*Book Fees
Educational Field Trip Fees
Technology Fees
Registration Fees

Exclude:

Non-Education Field Trip Fees
Room and Board Fees
Athletic Fees
Optional Fees
Extra-Curricular Fees
Other non-educational fees (e.g. FACTS, RENWEB, snacks, parties, etc)

*If book fees are included in the amount submitted on a student's Choice Scholarship application, the school cannot submit a request to the IDOE for Curricular Materials Assistance (TB).

Discounts:

Include:

Parishioner/Member
Sibling
Employee

Exclude:

Fundraising
SGO Award Amount
Internal Financial Assistance (Needs Based)
Merit Scholarship
Other needs-based assistance



**INDIANA'S CHOICE SCHOLARSHIP PROGRAM
SCHOOL APPLICATION**

State Form 54705 (R10 / 10-22)
INDIANA DEPARTMENT OF EDUCATION

Name of school	School number	Grades served by the school	School year
Address of school (number and street, city, state, and ZIP code)			
Internet address			
Name and title of school leader	Telephone number ()	E-mail address	
Name and title of secondary school contact	Telephone number ()	E-mail address	
Name of accrediting body		Accreditation expiration date (month, day, year)	

ASSURANCES

As a condition of becoming an eligible school, the school makes the following assurances by the principal's signature:

- School acknowledges that if a student is found to be ineligible due to inaccurate, incorrect, or falsified information, the award may be adjusted or rescinded.
- School assures that it will assist students with completing the Choice Scholarship student application, and will not refuse to assist any student who provides supporting documentation of eligibility with completing the application, and will provide a copy of all communications from the Department intended for the family.
- School will administer accountability assessments, including those statewide assessments required under IC 20-32-5.1, to all students at the testing grade levels and participate in all required training and security measures.
- School may be subject to consequences based on its placement in a category or designation of school performance or the inability of the school to be placed in a performance category.
- School will not discriminate against any potential students based on race, color, national origin, or disability, and will follow the school's admissions policy in regard to Choice Scholarship students.
- School agrees to submit a copy of its admissions policy and its tuition and fees policy and rates as part of its application to become an eligible Choice school.
- If the number of applicants for enrollment in an eligible school under a Choice Scholarship exceeds the number of Choice Scholarships available to the school, the eligible school must comply with the requirements of IC 20-51-4-3.
- School will not transfer or attempt to transfer the Choice Scholarship to any other student.
- School agrees to inform the Department via the Enrollment and Mobility (EM) Report within five (5) business days of a Choice Scholarship student being withdrawn, expelled, or not in attendance for twenty (20) consecutive school days, according to the Department's rule. (512 IAC 4-1-5)
- School acknowledges that retroactive reimbursement to the State of Indiana may be required and/or future payments may be adjusted as a result of the withdrawal or expulsion of a student or changes in the law.
- School agrees to participate in any data collections required by the Department pursuant to IC 20-51-1-4.7, IC 20-51-4-6, IC 20-51-4-7, IC 20-51-4-10, or 512 IAC 3 and 4.
- School understands and agrees to the requirement that parents or guardians must co-sign an endorsement form provided by the Department for the distribution of monies on a schedule set by the Department.
- Upon eligibility, school agrees to complete and file a vendor application with the Indiana Auditor of State.
- School agrees to provide prospective parents with a statement about any costs beyond the required fees, including whether the school participates in the Free / Reduced Lunch Program. School acknowledges that any fees in excess of the amount of the Choice Scholarship must be funded through other sources.
- School agrees to provide prospective parents with information about transportation, including whether it is provided and whether the school is located along any existing bus routes that may be utilized.
- School acknowledges that, by July 1 of the upcoming school year, it will have a staff performance evaluation plan as required by IC 20-28-11.5-4(a) and (b).
- School shall certify to the Department annually that the eligible school is complying with the following legal requirements and that the school will cooperate with any visit made to the school or audit of the school's records by the Department to verify compliance with these provisions, including granting the Department reasonable access to its premises. School further understands that violation of any of the following requirements under the law or failure to comply with these assurances is grounds for loss of eligibility, and has the right to an administrative hearing upon loss of eligibility.
- School will input tuition and fees amount the student is required to pay, taking into account any applicable discounts for which the student may qualify.
- Notify the Department when an employee with a Department-issued license is convicted of certain felonies. (IC 20-28-5-8)
- Conduct expanded criminal history checks and expanded child protection index checks for all employees or contracted individuals who will have "direct, ongoing contact with children." (IC 20-26-5-10)

ASSURANCES (continued)

Grant parental access to student records. (IC 20-33-7)

For Choice Scholarship students with disabilities the Choice school assures that:

- (1) Choice school staff will inform the parent(s) of a student with a disability about the special education services available from the Choice school so that the parent is able to make an informed choice in selecting either the Choice school or the public school to provide special education to the student.
- (2) Choice school staff will collaborate with the student's parent(s) to develop the student's Choice Special Education Plan.
- (3) Each student's Choice Special Education Plan will be in writing and will be implemented only after obtaining the parent's written consent.
- (4) Choice school staff will inform the parents of: (a) the requirement that the plan can be implemented only with the parent's written consent; (b) the parent's right to revoke the consent; and (c) the consequences of revoking consent.
- (5) Progress reports will be provided to the student's parent(s) as described in the Choice Special Education Plan.

School agrees to follow 511 IAC 7-49-11 regarding Choice Special Education Plans if the school chooses to provide special education services to Choice students.

An eligible school may allow a principal or teacher to read or post in the school building or classroom or at a school event any excerpt or part of a writing, document, or record listed below.

An eligible school may not permit the content based censorship of American history or heritage based on religious references in a writing, document, or record listed below.

A library, a media center, or an equivalent facility that an eligible school maintains for student use must contain in the facility's permanent collection at least one copy of each writing or document listed (1) through (9) below.

- (1) The Constitution of the United States
- (2) The national motto
- (3) The national anthem
- (4) The Pledge of Allegiance
- (5) The Constitution of the State of Indiana
- (6) The Declaration of Independence
- (7) The Mayflower Compact
- (8) The Federalist Papers
- (9) "Common Sense" by Thomas Paine.
- (10) The writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States.
- (11) United States Supreme Court decisions.
- (12) Executive orders of the presidents of the United States.
- (13) Frederick Douglas' Speech at Rochester, New York, on July 5, 1852, entitled "What to a Slave is the Fourth of July?".
- (14) Appeal by David Walker.
- (15) Chief Seattle's letter to the United States government in 1852 in response to the United States government's inquiry regarding the purchase of tribal lands.

An eligible school shall do the following:

- (1) Allow a student to include a reference to a writing, document, or record listed in subsection (b) in a report or other work product.
- (2) May not punish the student in any way, including a reduction in grade, for using the reference.
- (3) Display the United States flag in each classroom.
- (4) Provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student may not be required to participate in the Pledge of Allegiance if the student or his or her parent of guardian chooses to not participate.
- (5) Provide instruction on the constitutions of Indiana and the United States.

For an eligible school that enrolls students in grades 6 through 12, provide within the two weeks preceding a general election five full class periods discussion concerning:

- (1) the system of government in Indiana and in the United States;
- (2) methods of voting;
- (3) party structures;
- (4) election laws; and
- (5) the responsibilities of citizen participation in government and in elections.

An eligible school must require that each teacher employed by the school present instruction with special emphasis on:

- (1) honesty;
- (2) morality;
- (3) courtesy;
- (4) obedience to law;
- (5) respect for the national flag and the Constitutions of the United States and Indiana;
- (6) respect for parents and the home;
- (7) the dignity and necessity of honest labor; and
- (8) other lessons of a steadying influence that tend to promote and develop an upright and desirable citizenry.

Provide good citizenship instruction that stresses the nature and importance of the following:

- (1) Being honest and truthful.
- (2) Respecting authority.
- (3) Respecting the property of others.
- (4) Always doing the student's personal best.
- (5) Not stealing.
- (6) Possessing the skills (including methods of conflict resolution) necessary to live peaceably in society and not resorting to violence to settle disputes.
- (7) Taking personal responsibility for obligations to family and community.
- (8) Taking personal responsibility for earning a livelihood.
- (9) Treating others the way the student would want to be treated.
- (10) Respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana.
- (11) Respecting the student's parents and home.
- (12) Respecting the student's self.
- (13) Respecting the rights of others to have their own views and religious beliefs.

Provide instruction in Language arts, including English, grammar, composition, speech, and second languages, Mathematics, Social studies and citizenship, including the constitutions, governmental systems, and Indiana and United States history, including study of the Holocaust and the role religious extremism played in the events of September 11, 2001, Sciences, Fine arts, including music and art, Health education, physical fitness, safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body.

Signature of Principal

Date (month, day, year)



Choice Scholarship Program Special Education Assurance Form for Schools 2023-2024 School Year

The Choice school must decide if it will offer special education services to eligible students. If so, the Choice school must identify what services it is willing and able to provide.

In accordance with 511 IAC 7-49-11, each Choice school serving Choice Scholarship students with disabilities understands and agrees to adhere to the following assurances:

When an eligible Choice Scholarship student with a disability requiring special education services applies, the Choice school must:

- Inform the parent/guardian what special education and related services it can accommodate and make available;
- Inform the parent/guardian they may select the Choice school or the public school corporation where the school is located to provide special education services to the Choice student; and
- Reflect the parent/guardian's selection of a special education service provider on the Choice Scholarship application and Special Education Service Provider Selection Form.

If the parent/guardian selects the Choice school as the special education service provider, the Choice school must take the following actions:

- The Choice school and the Choice Scholarship student's parent/guardian must meet to determine the student's special education needs
 - The school must meet with the parent/guardians "within a reasonable time after the Choice Scholarship student enrolls..."
- The Choice school must create a Choice Special Education Plan (CSEP).
- The parent/guardian's written consent must be obtained to implement the CSEP.
- The Choice school must provide special education services as stated in the CSEP.

By law (511 IAC 7-49-4), a Choice Special Education Plan must contain the following components:

- The CSEP must be in writing;
- Measurable goals for the student;
- Information on how the student's progress will be monitored;
- Information on how the parent/guardian will be informed of the student's progress
- Accommodations that the Choice school will provide to the student, including those needed for the student to participate in statewide assessments;
- The length, frequency, and duration of the special education services to be provided;
- A statement to inform the parent/guardian that the parent/guardian must provide written consent in order for the Choice school to implement the CSEP;
- A statement to inform the parent/guardian that they (parent/guardian) may revoke consent at any time by providing a signed, written statement revoking consent;
- A statement to inform the parent/guardian that revocation of consent encompasses the entire CSEP;
- A statement informing the parent/guardian that upon receipt of the written revocation, the Choice school will stop implementing the CSEP; and
- Signature of the parent/guardian.



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Upon receipt of a written revocation of services from the Choice student's parent/guardian, the Choice school agrees to immediately provide written notice to the public school corporation and provide the public school corporation with a copy of the student's CSEP.

If the parent/guardian of a Choice Scholarship student requests an evaluation of the Choice student, the public school corporation shall conduct the reevaluation in accordance with 511 IAC 7-40-8 and the Choice school shall collaborate with the public school corporation and share all relevant information applicable to the reevaluation.

If the Choice school decides not to provide special education services, then special education services will be made available from the public school corporation where the Choice school is located. If the Choice school does not provide the special education services, then the Choice school is not eligible to receive special education funding.

Signature of Authorized Agent

Date

Printed name of Authorized Agent

Printed Title of Authorized Agent

Choice School Name _____

Choice School Number _____

