

Enroll Indy Steering Committee – DRAFT Recommendations – April 7, 2016

Policy Question	Current Policy	Recommended Policy
Who should be able to submit an application?	All students living in Indiana can apply to Indy’s public schools.	No change to current policy, although if legislation permits, priority to Indy residents is something we will consider. Charter schools currently cannot give priority based on geography, but IPS can and this will continue in UE.
At what grade levels should applications be available?	No clear policy.	Students at a transition point must participate (i.e. fifth graders in a school that serves grades K-5) and other students can choose to participate if they want to switch schools.
If a parent wants to remain at their current school, what do they need to do?	No clear policy.	If a parent wants to remain at their current school (and the current school serves the student’s next grade level), the parent will not need to do anything. The only time a parent will need to submit an application or a form is if they would like to attend a different school.
How should students/families access their neighborhood school in the new UE process?	Students/families go to their neighborhood school and indicate their choice/enroll onsite.	Families will use the new application to indicate their preferences regarding their neighborhood school: they can decline to make choices, checking a box or otherwise indicating they want to attend their neighborhood school. Or, they can list other schools in higher preference order, and then include their neighborhood school at the end of that list (they’re guaranteed to match to their neighborhood school, should they not match to a school they list as a higher choice).
Will schools outside of Indianapolis be invited/urged to participate in UE?	Townships run their own choice and enrollment processes.	We should engage with Township administrators and determine whether they are interested in being a part of UE design and implementation. While we recognize it is unlikely in year one, their participation would be ideal in subsequent years. Their schools should be included in any parent information site/publication.
Will non-public schools be invited/urged to participate in UE?	Non-public schools run their own admissions processes.	We recognize the potential efficiency benefits of having the non-public schools participate, but will ask for legal counsel on whether or not this is possible. We also recognize the political challenges that would arise from the participation of private schools, so it is not recommended that private schools participate in the near term.

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How many school offers is a child eligible to receive?	There is no limit to the number of school offers a child can receive.	Enroll Indy, like all Unified Enrollment systems, will be a single-best-offer system, in which each child is eligible to receive one best offer from among the participating schools they apply to.														
When is the deadline for submitting applications to schools?	There is no one deadline.	<table> <tr> <td>Nov 1 - Jan 15</td> <td>Round 1</td> </tr> <tr> <td>February 15</td> <td>Notification Rd 1</td> </tr> <tr> <td>Jan 16 - April 15</td> <td>Round 2</td> </tr> <tr> <td>May 15</td> <td>Notification Rd 2</td> </tr> <tr> <td>April 16 - June 1</td> <td>Round 3</td> </tr> <tr> <td>June 15</td> <td>Notification Rd 3</td> </tr> <tr> <td>June 15 - start of school</td> <td>"FCFS"</td> </tr> </table>	Nov 1 - Jan 15	Round 1	February 15	Notification Rd 1	Jan 16 - April 15	Round 2	May 15	Notification Rd 2	April 16 - June 1	Round 3	June 15	Notification Rd 3	June 15 - start of school	"FCFS"
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How will families access information about the school choice process, and about schools?	Individual schools do their own marketing. Families can use the website Great Schools Local Indy to learn about schools, and there are printed IPS school guides.	Enroll Indy will host an online and printed school finder that will be developed in the summer of 2016 including input from school operators and parents. The finder will feature a mutually-agreed upon set of metrics for all schools, and will enable schools to log on and create profiles telling the stories of their schools. The design of the finder will use local research on what parents want from schools, as well as input from community and school leaders. The finder will allow families to make apples-to-apples comparisons between all schools.														
How do children/families access the actual school application form?	Charter schools provide applications on site, and in some cases via the web. IPS school applications are available online and the IPS offices.	The UE application will be available at all schools and community partner organizations, and via the UE website. It is important to guarantee privacy to families who wish to apply to change schools so that they are not compromised at their current school.														
Where are applications submitted?	IPS applications are submitted online. Applications are submitted onsite at individual charter schools.	UE applications can be submitted online or with a mobile device, and schools, Family Enrollment Centers, central office, and partners will be trained on assisting families.														

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How many choices can be listed on an application?	IPS magnet school applications allow multiple choices; all other applications are specific to individual schools/networks of schools.	The UE application will allow up to 10 choices. Those choices may include neighborhood schools, all magnet schools and programs, and charter schools.
What tiebreaker policies will be in effect when there is excess demand for schools via the matching rounds?	Charter schools are constrained by state law, and cannot use tiebreakers other than sibling attending and children of staff/board members. IPS schools use a variety of different tiebreakers.	We propose to use a set of tiebreakers that includes sibling attending, family link/sibling accepted, geographic priority, feeder school, and socio-economic status, as well as those currently allowable by law for charter schools. We also propose that IPS continue to give priority to students who are experiencing displacement through a school closure or reconstitution. Charter schools cannot currently prioritize these students, but a legislative change may address this in subsequent years.
How is capacity at schools determined?	IPS school capacities are determined via IPS policies. Charter capacities are determined by the individual school, as per its charter and approved by its authorizer.	This will not change, however the UE administration will review system-wide capacities by grade level and ensure that there are sufficient seats available to accommodate all children.
How many matching rounds will occur during the annual cycle?	Lotteries are school-specific, there is no centralized matching.	The UE process will involve three matching rounds in year 1.
How is eligibility determined for Rounds 2 and 3?	Not applicable.	All students are welcome to participate in all matching rounds, regardless of previous participation and results, and they will NOT risk losing the seat they received in Round 1, unless they get something they want more. All UE-participating schools must be listed as accepting applications in all matching rounds.

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<p>What happens to students who are unmatched after Round 1 or Round 2?</p>	<p>Students are placed on waitlists at schools they apply to but are not admitted to, and it is left to the family to secure a placement at a school other than their IPS neighborhood school, if they don't want their neighborhood school.</p>	<p>Students who can continue in the next grade level of their current UE-participating school are assigned to that school; all other students are encouraged to participate in Round 2 (and if needed, Round 3). Central UE administration will work with schools to determine how many offers should be made at each grade level, accounting for likely attrition, in order to eliminate the need for waitlists and the heavy administrative burden they require.</p>
<p>What happens to students who are unmatched after Round 3?</p>	<p>Not applicable.</p>	<p>Students who can continue in the next grade level of their current UE-participating school are assigned to that school. Students in the terminating grade at their UE-participating school are administratively assigned to their IPS neighborhood school. Students currently attending non-public or Township school are not administratively assigned. Communication to families throughout matching rounds encouraging participation (even to claim a neighborhood seat) will be important.</p>
<p>Where does the act of applying occur? Where does the act of registration occur?</p>	<p>Schools register students onsite, or in some cases in the IPS offices.</p>	<p>Applying to school happens centrally – the operation that places a student onto (or off of) a school register is a central operation implemented by UE staff. Individual schools can walk families through the process of enrolling online or over the phone with Enroll Indy, but Enroll Indy will actually enroll the child, rather than the individual school. Applying can happen anywhere there is a computer or mobile device, and Enroll Indy will host three in-person enrollment centers (likely in libraries) to support families. In addition to Enroll Indy's centers, Enroll Indy will train partner orgs and schools on supporting parents in applying. Families will still <i>register</i> with their school matches on-site or through whatever registration system the school uses. Enroll Indy will work to enable families to submit documents with their applications, in order to simplify the process, but schools will still make student schedules, collect their records, etc.</p>

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<p>How is post-matching round (summer) capacity at schools determined?</p>	<p>IPS school capacities are determined via IPS policies. Charter capacities are determined by the individual school, as per its charter and approved by its authorizer.</p>	<p>Post-matching round capacity will be determined based on the results of the three matching rounds: schools that made all of their matches during the matching rounds will not have further capacity available unless special circumstances require it to be so. Schools that did not make all of their matches during the matching rounds will begin with that number of available spaces, and can adjust this number in consultation with central UE administrators. All participating schools will work with central UE staff to arrive at a capacity target for post-matching enrollment.</p>
<p>How will families learn about their school options after the matching rounds are completed?</p>	<p>Individual schools do their own marketing. Families can use the website Great Schools Local Indy to learn about schools, and there are printed IPS school guides.</p>	<p>UE Family Centers will provide an in-person experience to all families who wish to meet with an enrollment counselor. UE staff will follow a script approved by SC members, and will be trained with the commitment to providing unbiased information about school options. UE administrators will manage the creation of technology that will support families in learning about their school options, and will offer an interface for families who wish to choose online.</p>
<p>If a student is matched to a school but then is not promoted to the next grade level, where is this student enrolled?</p>	<p>IPS schools make promotion / retention decisions according to IPS policy. Individual charter schools make their own promotion /retention policies.</p>	<p>Families will not be denied the right to have their child attend the school they matched to, even if their child is retained in the current grade level. The UE process will require that schools and networks of schools publish a codified set of rules around promotion and retention. Participating schools share the commitment to transparency around individual differences in promotion policy.</p>

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<p>How does a family initiate a mid-year transfer from one school to another?</p>	<p>There is no unifying policy on transfers. Families wanting to transfer their child mid-year must work with IPS administrators via the “special transfer process” or with administrators at individual schools. Families generally transfer <i>into</i> schools.</p>	<p>Mid-year transfers are initiated by the family, and the family begins the transfer process by working with administrators at their current school to discuss the situation and to fill out the transfer documents. Under UE, families are transferring <i>out of</i> their current school before knowing the new school their child will attend, if it is a participating school.</p>
<p>How does a family gain access to a new school for their child, via a mid-year transfer?</p>	<p>The family is granted a school via IPS’ “special transfer process,” or gains access to a new school by working with administrators at that school.</p>	<p>Families gain mid-year transfer access to participating UE schools by meeting with central UE staff to learn about their options – all participating schools with available seats in their child’s grade level. The family selects one of those available schools and is enrolled immediately. UE central staff contact the receiving school’s administration to inform them of the incoming student.</p>

