

SCHOOL CHOICE ENROLLMENT PROGRAM

Timeline for 2019-2020

DEFINITIONS

“Receiving Local Education Agency” (RLEA) is defined in 14 **Del.C.**, §402(5) and includes all Delaware public school districts, charter schools, and career and technical education schools.

“Receiving District” (RD) is defined in 14 **Del.C.**, §402(4) and includes only the 16 reorganized Delaware public school districts (charter schools and career and technical education schools are not included).

PUBLIC INFORMATION MEETING

By October 31st - The RD, no later than October 31st each year, shall hold at least one public information meeting outlining choice opportunities available for the coming school year within their RD’s schools and programs.

CAPACITY NOTIFICATION

By November 30th - The RD board is required to notify the DDOE no later than November 30 of each year the capacity of each school in the RD for the following academic year along with the projected enrollment for the following academic year. RDs have until January 30 each year to revise the notice of capacity and projected enrollment originally report to the DDOE.

RLEA POLICY ADOPTION

A RLEA shall adopt and make available a policy regarding the order in which standard applications for enrollment pursuant to 14 **Del.C.**, Chapter 4 shall be considered and the criteria by which such standard applications shall be evaluated.

OPEN ENROLLMENT PERIOD FOR A PARENT TO SUBMIT A STANDARD APPLICATION

On or after the first Monday in November and on or before the second Wednesday in January a parent of a school age child may apply to enroll that parent’s own child in a school or program in an RLEA by submitting a written application, on a standard form provided by the DDOE, to the DDOE and/or RLEA and to the district of residence for enrollment during the following school year. Charter schools, vocational-technical school districts, and magnet schools may continue to accept applications after the second Wednesday in January to fill remaining availability; however, those holding a lottery, will include applications received by the second Wednesday in January.

Up until the first day of the school year - A parent enrolling their child in kindergarten may submit the standard application form to the RLEA up until the first day of the school year for enrollment in kindergarten during that school year.

Before second Wednesday in January – The RD shall adopt and make available their choice policy prior to the applicable application deadline. The RD’s policy shall seek to eliminate discrimination against choice students by: (1) allowing the RD to request supplemental application information from choice students only to the extent it requires the same information from attendance zone (resident school) students; (2) limiting the supplemental criteria a RD may use to evaluate choice applications—after that, a lottery system must be used; and (3) removing the provision that allows an RD to reject applications of students with special needs.

After applicable application deadline - The parent of a school age child may submit the standard application form after the deadline if “good cause” as defined in 14 Del.C., §402(2) exists. The RLEA and district of residence shall accept and consider the application in the same manner as those application submitted by the deadline. The board of the receiving local education agency shall take action to approve or disapprove the application filed in accordance with the provisions of 14 Del.C., §403(b) no later than 45 days after receipt thereof, unless the application is received prior to a lottery conducted as outlined in a local education agency’s enrollment policy in the case of over-enrollment. Charter schools, vocational-technical school districts, and magnet schools may accept applications after the second Wednesday in January to fill remaining availability. SB218 w/SA 1 amends the definition of good cause to include reported and recorded acts of bullying as previously defined in Delaware Code. This definition change would add bullying along with the other factors currently listed under “good cause” to submit a standard “good cause” application after the deadline or to terminate the 1 year charter agreement or 2 year district choice agreement required by law.

Withdrawing an application – A parent of a school age child may withdrawal their application at any time prior to action taken by the RLEA board. The parent shall give written notice to the board(s) of the RLEA and the child’s district of residence.

STANDARD APPLICATION PROCESSING

Applications received by the DDOE - The DDOE shall disseminate all standard written application forms to RLEAs no later than 10 working days after the application deadline of the second Wednesday in January.

Applications received by a RLEA - The RLEA has 10 working days after the application deadline of the second Wednesday in January to inform the applicant’s district of residence that an application has been received.

No later than the last day of February of the school year preceding enrollment - The RLEA board will approve or disapprove applications for admission to a program in grades 1 through 12.

No later than June 15 of the school year preceding enrollment - The RLEA board will approve or disapprove applications for admission to kindergarten. Charter schools, vocational-technical school districts, and magnet schools may act on applications accepted in accordance with the provisions of 14 Del.C., §403(a) to fill remaining availability.

No later than 45 days after receipt of the applicable application - For standard written applications received by a RLEA after the deadline of the second Wednesday in January with “good cause”, the RLEA board shall approve or disapprove the application no later than 45 days after receipt of the application unless the application is received prior to a lottery conducted as outlined in the RLEA’s enrollment policy in the case of over-enrollment.

It is recommended that a parent should not sign a first year charter school agreement until the parent has made a final decision to accept the RLEA’s offer and notified the RLEA board in writing pursuant to 14 Del.C., §404(e).

NOTIFICATION OF RLEAs BOARD DECISION

After RLEA Board meets - The RLEA board within 5 working days shall notify the parent and the child’s district of residence the board’s final decision.

No later than the third Friday in March – A parent who applied for the child shall notify the RLEA board in writing no later than the third Friday in March whether the offer is accepted or rejected.

Pursuant to 14 **Del.C.**, §404(c), each RLEA shall accept applications, in a manner consistent with the policy adopted until there is a lack of capacity in each school and program. Students who meet the RLEA's criteria for acceptance in the policy but who are not selected due to a lack of capacity in the school or program shall be placed on a ranked waiting list maintained by the RLEA until the first day of the RLEA's school year for which they applied. A RLEA may disapprove an application due to lack of capacity in accordance with 14 **Del.C.**, §404(d).