



# Indiana Department of Education

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Dr. Katie Jenner, Secretary of Education

To: Choice School Administrators

From: Brad Pendleton, Assistant Director of Non-Public Schools

Date: January 19, 2024

Subject: Choice School Application Process for the 2024-2025 School Year

The school application window for participation in the Choice Scholarship Program for the 2024-2025 school year opens Friday, January 26, and closes on Sunday, September 1.

All schools wishing to participate in the Choice Scholarship Program for the 2024-2025 school year, including schools that have participated in prior years, must complete the 2024-2025 Choice School Application, certifying that the school is in compliance with program requirements.

To complete the application packet, schools provide a copy of the School Application Cover Sheet with the school's admissions, tuition and fees, and discount policies for the 2024-2025 school year, the Special Education Assurance Form, and a Choice Contact Form. Schools not accredited by the Indiana Department of Education (IDOE) are also required to provide proof of accreditation. These documents are posted on the Indiana Choice Scholarship Program webpage and in the Non-Public School Community on Moodle.

The completed application packet should be saved as one pdf file. The file is to be submitted by email to [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov). Completed applications typically require two weeks for the IDOE review and approval process to be completed. Incomplete files will be returned for more information, the review and approval process begins at the time the complete application packet is received by IDOE.

A school's application will be considered incomplete, and the school will not be listed as participating in the Choice Scholarship Program on the IDOE website until all required documents have been received and processed by IDOE. All documents submitted as part of your school's application must be final for the 2024-2025 school year.

For questions, please email [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).



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## Choice Scholarship Program Getting Started for Schools 2024-2025

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](mailto:schoolaccountability@doe.in.gov).
3. Begin the school application process by submitting the following documents as a single pdf to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov);
  - School Application Cover Sheet (see page two of this document)
  - School Application Form, 54705 (R11/ 1-24)
  - 2024 Admissions Policy
  - 2024-2025 Tuition Policy
  - 2024-2025 Discount Policy
  - If accredited by agency other than the Indiana State Board of Education, provide proof of accreditation
  - Special Education Assurance Form
  - Choice School Contact Form

Policies submitted as part of the Choice school application should be the final policies for the 2024-2025 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 by September 1, 2024. School applications and policies cannot be amended after the application deadline.

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 2024-2025 documents posted in the Non-Public School Community in Moodle, including documents that are required to be kept as documentation for student applications.



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## Choice Scholarship Program School Application Cover Sheet 2024-2025

I affirm that the following documents are attached:

- Completed Choice School Application [Form 54705(R11/ 1-24)]
- Finalized 2024-2025 Admissions Policy
- Finalized 2024-2025 Tuition and Fees Policy
- Finalized 2024-2025 Discount Policy
- 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.

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Printed Name

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Date

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Signature

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Title





# INDIANA'S CHOICE SCHOLARSHIP PROGRAM SCHOOL APPLICATION

State Form 54705 (R11 / 1-24)  
INDIANA DEPARTMENT OF EDUCATION

Name of School		School Number (4-digits, assigned by IDOE)		Grade levels the school is configured for:	
Street address of school:		City:	State:	ZIP Code:	School Year:
School Leader Name:	School Leader Title:	School Leader Telephone Number:		School Leader E-mail Address:	
Other School Contact Name:	Other School Contact Title:	Other School Contact Telephone Number:		Other School Contact E-mail Address:	
School Website Address:			Name of Accrediting Body:		

**Pursuant to IC 20-51-4-3(e), the principal certifies with their signature that the school complies with the following assurances:**

School shall certify to the Indiana Department of Education (IDOE) 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 IDOE to verify compliance with these provisions, including granting IDOE reasonable access to its premises.

The school understands that failure to comply with any of the assurances on this form may result in corrective action and a school's eligibility may be suspended or terminated pursuant to 512 IAC 4-1-7. The school has the right to an administrative hearing upon loss of eligibility.

School acknowledges that if a student has been approved for a Choice Scholarship and is later found to be ineligible for the award due to inaccurate, incorrect, or falsified information, the Choice Scholarship 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 IDOE 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 agrees to participate in any data collections required by IDOE 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, and collections required for eligible schools.

School agrees to inform IDOE via data reported in Enrollment in Data Exchange within five (5) business days of a Choice Scholarship student being withdrawn, expelled, or not in attendance for twenty (20) consecutive school days in accordance with 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 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.

School will not discriminate against any potential students based on race, color, national origin, or disability; and the school will follow its admissions policy in regard to Choice Scholarship students.

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. The Choice Scholarship students must be charged the same tuition and fees and receive the same discounts and reductions of tuition as a similarly situated non-Choice Scholarship student; and tuition and fees may only include the costs a student would otherwise be obligated to pay to the eligible school absent a Choice Scholarship award pursuant to 512 IAC 4-1-3.2.

School will not transfer or attempt to transfer the Choice Scholarship to any other student.

School understands and agrees to the requirement that parents/guardians must co-sign an endorsement form provided by IDOE for the distribution of monies on a schedule set by IDOE pursuant to IC 20-51-4-10.

School agrees to provide prospective parents/guardians with a statement about any costs beyond the required fees, including whether the school participates in the national school lunch program.

School agrees to provide prospective parents/guardians 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 agrees to notify IDOE when an employee with an IDOE issued license is convicted of certain felonies pursuant to IC 20-28-5-8.

School agrees to conduct an Indiana expanded child protection index check and an expanded criminal history check for all employees and contracted individuals who will have direct, ongoing contact with children (IC 20-26-5-10); contact employment references and, if applicable, the most recent employer provided by a prospective employee before the school may hire the prospective employee (IC 20-26-5-10.5); and comply with all requirements pursuant to IC 20-26-5-11.2 and IC 20-26-5-1.

For Choice students with an IEP or ISP, the Choice school assures that:

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

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

Choice schools will comply with all requirements of IC 20-51-4-1 regarding the autonomy and curriculum of non-public schools.

Upon eligibility, the school agrees to complete and file a vendor application with the State Comptroller's Office.

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Signature of School Principal

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Date

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Printed Name of School Principal





## **Choice Scholarship Program Special Education Assurance Form for Schools 2024-2025**

This form is to be completed by all schools applying to participate in the Choice Scholarship Program. The purpose of this form is to outline the expectations of Choice schools in their decision to provide or not provide special education services to eligible Choice Scholarship students. The authorized agent of the Choice school certifies their understanding of these requirements by their signature.

The Choice school must determine if it will offer special education services to eligible Choice Scholarship 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 student with a disability requiring special education services applies to participate in the Choice Scholarship Program, the Choice school must:

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

The parent/guardian's selection is valid for the school year at the Choice school for which the Choice Scholarship was awarded. If the parent/guardian selects the Choice school as the special education service provider, the Choice school must take the following actions:

- Within ten (10) instructional days after Choice Scholarship student enrolls in the Choice school, the Choice school shall convene a meeting with the parent of the Choice Scholarship student and school staff to:
  - Determine the student's special education needs.
  - Develop a Choice Scholarship Education Plan (CSEP).
  - Obtain the parent/guardian's written consent to implement the CSEP.
  - After receiving written parental consent, the Choice school must provide special education and related services as stated in the CSEP.



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As prescribed by 511 IAC 7-49-4, a CSEP must be in writing and contain the following components:

- Measurable goals for the student;
- Information on how the student's progress will be monitored;
- Information on how the parent/guardians 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 and related 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 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 immediately stop implementing the CSEP; and
- Signature of the parent/guardian.

Upon receipt of a written revocation of services from the Choice student's parent / guardian, the Choice school agrees immediately provide written notice to the public-school corporation of the revocation 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 is a virtual school, the public-school corporation in which the student resides will make special education services available to the student.

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Signature of Authorized Agent

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Title of Authorized Agent

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Printed Name of Authorized Agent

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Date

Choice School Name: \_\_\_\_\_

Choice School Number: \_\_\_\_\_



## **Choice Scholarship Program Guidance Regarding Fees and Discounts 2024-2025 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 must 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. 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](mailto:ChoiceSchool@doe.in.gov).

### **Fees**

#### **Include:**

Tuition  
Curricular Materials\*  
Education 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 curricular material 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





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## Choice Scholarship Program Contact Form

2024-2025

All data fields must be completed.

School Number

School Name

Street Address

City

IN  
State

ZIP

### Primary Contact Person for the Choice Scholarship Program:

Name

Email Address

Phone Number

Extension

### \*School Principal/Director:

Name

Email Address

Phone Number

Extension

\*Be sure to update your school's master file with changes to principal or director. Changes can be reported in the INview Content Management System file found on the LINK dashboard, or contact [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).

### School Business Manager, Treasurer, or Finance Official:

Name

Email Address

Phone Number

Extension

### Person Responsible for Submitting Data and Reports:

Name

Email Address

Phone Number

Extension

### \*\*Corporation Test Coordinator (CTC):

Name

Email Address

Phone Number

Extension

\*\*For a change in CTC to be recognized, it must be entered in DOE Online. Only someone with the Assessment Test Coordinator role has access to the Assessment tab in DOE Online, it's through this tab that you can update your CTC and Additional Member designations. To request this permission for your school, visit the IDOE Webpage: [Request a DOE Online Account](#).

Submit a new form with any changes in the personnel listed above to [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov).