



## SchoolChoice Round 2: 2017-18

ECE: Mar. 20, 2017 to Apr. 13, 2018

Kinder-12<sup>th</sup> grade: Mar. 20, 2017 to Aug. 31, 2017

ECE 4:  
Must be 4yrs by  
Oct. 1, 2017

### TIPS FOR COMPLETING THE SCHOOLCHOICE PROCESS

- 1. Learn about DPS schools and programs.** It's important to research your options. Visit [schoolchoice.dpsk12.org](http://schoolchoice.dpsk12.org) for resources to help you find schools that offer the best fit for your student. Your student will be expected to attend their assigned school through the entire school year.
- 2. Visit your preferred schools.** Contact the schools directly to find out about tours, open houses and other opportunities.
- 3. Complete the SchoolChoice form and gather all required documentation.** Use the checklist below as a reference. Supporting documents are required for ECE4; DPS reserves the right to relinquish your seat if documents are not provided.
- 4. Turn in your SchoolChoice form and required documents to one of the following:**
  - Your most preferred DPS school
  - Office of Choice and Enrollment, Central Office: 3131 Eliot St., Denver, 80211
  - Office of Choice and Enrollment, Northeast Office: Evie Dennis Campus, 4800 Telluride St., Building 5, Room 144, Denver, 80249
  - Please note: SchoolChoice forms cannot be submitted by mail, e-mail or fax.**
- 5. Round 2 SchoolChoice forms are processed on a first-come, first-served basis.** There is no lottery involved. If the school has available space for the 2017-18 school year at the time you submit your form, your student will be approved to enroll next year. If a waitlist exists, the student will be added to the end of the waitlist.

### REQUIRED DOCUMENTATION CHECKLIST

Submit the documents indicated for your student's grade level to process your SchoolChoice form. Incomplete forms will not be processed.

Grade Level In 2017-18	REQUIRED DOCUMENTS			
	Proof of Age <i>Birth certificate; Baptismal record; Hospital record with official signature; Passport; or I-94</i>	Proof of Address <i>Current utility bill with service address; Valid rental/lease agreement; Warranty deed; Current mortgage statement; Property tax notice; or Signed contract stating your name, closing date and property address</i>	Proof of Income <i>30 consecutive days of paycheck stubs; 2016 W-2; or letter from employer on company letterhead that states hours worked and pay rate. If applicable, proof of non-work income (TANF, food stamps, child support, etc.)</i>	Home Language Questionnaire
<b>ECE-3</b> must be 3 by Oct. 1, 2017	✓	✓	Household income and household size must be stated in SchoolChoice form.	✓
<b>ECE-4</b> must be 4 by Oct. 1, 2017	✓	✓	✓	Required for new to DPS students only.
<b>Kindergarten</b> must be 5 by Oct. 1, 2017	Required for new to DPS students only.	Required for new to DPS students only.	Household income and household size must be stated in SchoolChoice form.	Required for new to DPS students only.
<b>Grades 1<sup>st</sup> - 12<sup>th</sup></b>	Required for new to DPS students only.	Required for new to DPS students only.		Required for new to DPS students only.
<b>NEW Students to Denver Public Schools</b>	✓	✓	Proof required for ECE4 only. ECE3 and Kinder must complete the tuition information on the SchoolChoice form.	✓
<b>All grades</b>	Immunization records will be required for all grades at the time of registration.			



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**DPS Student ID #:** \_\_\_\_\_

### 1. STUDENT INFORMATION

**Student's Name**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Name \_\_\_\_\_  No Middle Name  Male  Female

**Student's Primary Home Address (this address impacts student placement):**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate: (mm/dd/yyyy) \_\_\_\_\_ Current Age: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**ETHNICITY/RACE (new students only)**  
*This information is required by federal law. Failure to answer questions will result in use of prior racial/ethnic data or an observer identifying for you.*

Is your student Hispanic or Latino?  Yes  No

Race (select all that apply):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White

**PREVIOUS SCHOOL INFORMATION**

Where is student currently enrolled? School Name: \_\_\_\_\_ Grade: \_\_\_\_\_ City, State: \_\_\_\_\_

Has the student previously attended a DPS school?  Yes  No

DPS School: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

**LANGUAGE OF INSTRUCTION**

My child only speaks English  
 My child speaks Spanish and I would like my child to be taught in Spanish while learning how to read, write, speak, and listen in English ("ELA-S")  
 My child speaks a language other than English and I would like my child to be taught in English while learning how to read, write, speak, and listen in English ("ELA-E")

**SPECIAL EDUCATION**

Does this student have an Individualized Education Plan (IEP)?  Yes  No  
 A student with a 504 Plan or an IEP may be admitted to schools that can provide the programs, services and/or accommodations outlined in the student's plan.

### 2. ECE4 PROGRAM PREFERENCE *Please list the school that you would like your child to attend.*

**Name of School:** \_\_\_\_\_

**I prefer:**  Full-Day Class  Half-Day Class

**\*Please note that requests for AM/PM programs can only be accommodated per school's availability.**

### 3. PARENT/ GUARDIAN CONTACT INFORMATION

**First Parent/Guardian's Name** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_ **Legal Guardian?**  Yes  No

In case of an emergency, contact the person above  First  Second

**Primary Contact Phone Number:** \_\_\_\_\_  Home  Cell  Work E-mail \_\_\_\_\_

Alternate Contact Phone: \_\_\_\_\_  Home  Cell  Work

**Parent/Guardian's home address, if different than student's home address**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Second Parent/Guardian's Name** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_ **Legal Guardian?**  Yes  No

In case of an emergency, contact the person above  First  Second

**Primary Contact Phone Number:** \_\_\_\_\_  Home  Cell  Work E-mail \_\_\_\_\_

Alternate Contact Phone: \_\_\_\_\_  Home  Cell  Work

**Parent/Guardian's home address, if different than student's home address**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SCHOOL USE ONLY:**  ACCEPT  WAITLIST  FULL-DAY  HALF-DAY

Is the applicant qualified or applying for any of the following (check all that apply):  Student has IEP  Retained (repeating grade)  ELA-E  ELA-S

Received by:  Office Staff  District Staff Print Name: \_\_\_\_\_ School # \_\_\_\_\_

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_ am/pm  Copy given to parent/guardian  Address verified in IC



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**Student Name:**  
**DPS Student ID #:**

<b>4. SIBLINGS</b> <i>Only list siblings who reside at the same address. A separate SchoolChoice form for each sibling is required.</i>				
Sibling Name (Last, First MI):	Student ID #:	Gender:	Grade:	School Name:

**GENERAL SCHOOLCHOICE PARENT/GUARDIAN AGREEMENT**

**Guarantees:** **ECE:** not guaranteed due to limited state funding  
**Kindergarten – 12<sup>th</sup> grade:** Guaranteed enrollment at neighborhood boundary school if I have not "choiced out"  
**Kindergarten – 12<sup>th</sup> grade** who reside within an enrollment zone are guaranteed a seat at one of the options provided within the zone but not any one school in particular if I have not "choiced out"

**I understand** that my student is guaranteed enrollment at our neighborhood school/zone school if I have not "choiced out" of that school. However, if I complete this form and am enrolled in a school other than my neighborhood boundary school/zone school, I am "choicing out" and giving up my student's guaranteed seat at my neighborhood boundary school, including the seat they may have received during Round 1.

**I understand** it is my responsibility to know if my address resides in the DPS boundaries. I can confirm this by going to: <http://maps.dpsk12.org/> Note: Some addresses in Denver do not coincide with the Denver Public Schools District 1.

**I understand** that if I "choice out" of my neighborhood school, transportation is not guaranteed. Transportation is not provided for students applying for ECE

**I understand** that it is my responsibility to complete any required additional steps necessary to qualify for a program to which I would like my student assigned, such as auditions, interviews, testing, etc.

**I understand** that if my student is not qualified or the appropriate age for a program, he/she will not be enrolled or waitlisted in that program, even if I have listed that school/program on this form.

**I understand** that there is no guarantee that my student will be placed in his/her most-preferred school. Round 2 SchoolChoice is based on a first-come, first-served basis.

**I understand** that my student will not receive multiple school assignments. SchoolChoice is designed to assign only one most-preferred school to ensure equitable access for all families.

**I understand** that my student will be waitlisted at any schools/programs where there are no current seats available.

**I understand** that once enrolled in a school, it is my responsibility to abide by any school-specific requirements.

**I understand** that if my address has changed and does not match the primary address on file with Denver Public Schools, it is my responsibility to update my address with the office staff at my student's current school by providing new address documentation. If I do not update my address, my student's SchoolChoice form may not be processed.

**I understand** that the primary home address listed on this form is where my student currently resides. Address falsification may be subject to investigation, which may result in a withdrawal from the assigned school.

**ECE/Kindergarten applicants only:** I certify that all income information provided is true and correct and that all income is reported. I understand this information is being given for the receipt of federal and state funds and that school officials may verify the information on the application and further agree to release my student's Free and Reduced Lunch status. I understand that if I knowingly give false information my student(s) may lose the benefit garnered and that I may be prosecuted. I understand that I am responsible for the full amount of tuition billed to me and agree to pay the monthly fee (as calculated by the Office of Choice and Enrollment Services and which is based on my monthly income) once the school year begins.

**5. PARENT CONSENT** *Parent/legal guardian signature is required to process this SchoolChoice form.*

By signing this SchoolChoice Round 2 application, I agree to follow the SchoolChoice process; agree to all information listed on the "General SchoolChoice Parent/Guardian Agreement"; affirm that all information submitted on this form is accurate to the best of my knowledge; understand that Round 2 school requests will be approved based on space availability; understand that DPS reserves the right to verify information submitted, and my child's school of assignment will not be guaranteed if information cannot be confirmed as accurate; and understand that tuition may be adjusted if DPS finds new or different information.

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_