



ENROLLINDY

ENROLLMENT POLICIES AND PROCEDURES

NOVEMBER 2017

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Introduction

Enroll Indy is a non-profit collaboration between Indianapolis Public Schools, The City of Indianapolis, and the Indiana Charter School Board. Enroll Indy's mission is to help families choose schools that meet their children's needs by providing a one-stop enrollment process, school information that is relevant and easy to understand, and data to inform school improvement in Indianapolis. Enroll Indy works toward its mission in the following ways:



School Finder is an online informational tool to help parents learn about their school options in Indianapolis. Schools are empowered to create profiles, highlighting what makes them unique, and students can search schools based on location, programs, and performance. Students can also save favorite schools to an online account. The School Finder launched in November 2016 and is available online and via mobile app.



OneMatch is the annual school application lottery implemented by Enroll Indy. OneMatch replaces more than a dozen different school applications and deadlines in Indianapolis, ensuring that all students can apply for schools on *one application* with *one timeline* and receive *one school match* – hence OneMatch. The application opens in November 2017 and will include three rounds during which Students can apply to Neighborhood, Choice, Charter and Innovation Schools.



Enroll Indy serves as the central clearinghouse of available school seats throughout the year. If a family needs a school, Enroll Indy can help. This replaces the need for a family to call dozens of schools seeking an open seat for their child. Throughout the year, the Enroll Indy Family Resource Center is open to serve students who need schools immediately. This includes students who are new to the city or seeking transfers from their current schools. Anonymized data from all of these systems will be shared by Indianapolis Public Schools, the City of Indianapolis and the Indiana Charter School Board to inform decisions about future schools. This powerful data system will better align decision making about school options with what students want.

OneMatch Overview

The OneMatch application is the K-12 lottery system that allows students to apply to up to ten schools on one application and one timeline, and receive one school match. The application is available on any internet-connected device. OneMatch includes three application windows in which Students can participate, applying for the 2018-19 school year.¹ After each deadline, Enroll Indy will run a lottery that will determine placement for

¹ For information on claiming seats in the *current* school year, please see Ongoing Enrollment Policy.

students based on their school preferences, school-determined enrollment priorities (i.e., sibling, geographic, etc.) and the student’s random lottery number.

Enrollment Rounds and Results Timeline

The OneMatch process will consist of three lottery rounds.² The application timeline is as follows:

	Begins	Deadline	Results Released ³
Round One	November 15, 2017	January 15, 2018	February 15, 2018
Round Two	January 16, 2018	April 15, 2018	May 15, 2018
Round Three	April 16, 2018	June 15, 2018	June 30, 2018

Late Enrollment Begins: July 1, 2018⁴

Late Enrollment Ends: Start of the school year

Neighborhood Schools and OneMatch

All K-8 students living within the IPS Boundary have a designated neighborhood school. Students can claim a seat in their neighborhood school at any point in the school year. Neighborhood schools are a part of the Enroll Indy system, but they are not a part of the OneMatch lottery, because the seats are not awarded based on a lottery. Students interested in claiming a seat in their neighborhood school can visit Enroll Indy or visit their neighborhood school at any time to enroll. Students can also claim their neighborhood seat through the OneMatch portal. When Students enter the OneMatch portal, they will be advised of their neighborhood school and how to enroll in that school. Then, they will be instructed to complete a OneMatch application if they would like to apply for IPS Choice, Innovation or Charter schools. If at any point a student would like to return to his/her neighborhood school, he/she is entitled to do so. Students cannot, however, hold a seat in both their neighborhood school and another school simultaneously.

Who Must Complete a OneMatch Application?⁵

- All students new to school in Indianapolis, including incoming Kindergarteners who wish to attend an Enroll Indy school.
 - Example: A 5-year-old attending school for the first time, or a 3rd grader who is new to Indianapolis
- All students in terminating grades that are not a part of a Feeder Program.
 - Example: An 8th grader at Paramount School of Excellence, which does not have a high school program

² Indianapolis Public Schools will offer 70% of K and 7th grade seats in Round One; 20% of K and 7th grade seats in Round Two; and 10% of K and 7th grade seats in Round Three

³ Results will be released on or before the date listed.

⁴ From June 16, 2018 to June 30, 2018, Enroll Indy will be finalizing placements and the only schools available will be neighborhood schools. This is referred to as an enrollment “dead period.” Any family in need of a placement during this time can enroll in their neighborhood school or wait until July 1 to see what choice, charter and innovation school seats remain available.

⁵ Any K-8 student who wants their neighborhood school does not need to complete the OneMatch application, but those students can claim their neighborhood school seat in the OneMatch portal.

- All students who wish to attend a different school in 2018-19 than they are attending in 2017-18.
 - Example: A 2nd grader at a neighborhood school who would like to attend a charter school for 3rd grade

Who does not need to complete a OneMatch Application?

- Current students in non-terminating grades that wish to remain at their school.
 - Example: A 2nd grader who wishes to remain at their current school for 3rd grade.
- Students who wish to attend a non-IPS district school, private school, or any other non-participating school.
 - Example: An 8th grader who plans to go to Cathedral High School or North Central High School.
- Students in terminating grades that want to continue to the next grade in their feeder program.
 - Example: An 8th grader at Irvington Community Middle School who would like to be a 9th grader at Irvington Preparatory Academy.

Choosing and Ranking Schools

Students can apply to up to 10 schools on the OneMatch application. Schools should be ranked in the order the student prefers. Applying to more or fewer schools does not impact a students' ability to get into his/her first choice.

- Kindergarten
 - Students seeking a kindergarten seat should list up to 10 schools on their application in the order they prefer.
 - Students should only list schools they are willing to attend.
- All Other Grades
 - Students should list up to 10 schools on their application in the order they prefer.
 - Students should only list schools they are willing to attend.
 - Students should only list schools they want MORE than their current school.
 - Students should not list their current school.
 - If a student receives a match, they have given up their seat in their current school.
 - If a student does not receive a match, they can:
 - Remain at their current school for 2018-19, if applicable.
 - Apply again in a subsequent round, if applicable.
 - Visit Enroll Indy during late enrollment to view available seats.
 - Enroll in their IPS Neighborhood School through Enroll Indy or the school (K-8th grade).

If a student ranks their current school first, Enroll Indy will delete the application and the student will remain at their current school, because they already have a right to that seat.

Please note: It is imperative that applicants only include schools that they want to go to more than their current school on an application. If a student gets matched to a new school, they are giving up their seat to their current school.

OneMatch Application Lottery

When there are more applications than there are available seats in a program, a lottery will determine which students receive seats. There are three variables that are a part of matching students to seats:

1. The student’s rank of preferred programs.
2. The student’s priority in a school’s enrollment policy. (see below)
3. The student’s random lottery number.

Enroll Indy works to ensure students receive the seat they want the most that they are able to get. This means that when all of the above factors are taken into consideration, the student is getting the best seat they can get, given their preferences and the school’s priority groups. At the conclusion of the application window, Enroll Indy will prepare student input files and school input files and run a matching algorithm that will optimize matches based on the factors above. Once those results have been evaluated for accuracy, the results will be released to schools and to families via the OneMatch portal.

Single Best Offer System

The OneMatch lottery is a “Single Best Offer” system. This means that each student who participates in the lottery will only get one school match – hence the “OneMatch” application. A student cannot have multiple match offers at a single time and students will not receive waitlist offers. Schools will set seat targets with attrition in mind in order to admit the maximum number of students as early as possible. Families can always apply again in a later round if they want to continue to try for a more desired seat.

Lottery Priority Definitions

The following terms and definitions represent the universe of lottery priorities used across all Enroll Indy schools. Not all priorities apply to all schools. To learn what priorities your desired school considers, please see Appendix I.

Geographic Priority

There are several geographic priorities used by participating schools. Some schools have multiple geographic priorities and others have none. The priorities of each school are listed in Appendix I. The chart below defines each of the geographic priorities.

Geographic Priority	Definition
In District	Applicants living within the IPS district will receive priority to this school.
In Zone	For certain IPS Choice programs that have multiple schools (for example CFI and Montessori), students who live in specific zones within the IPS boundary will receive priority. Students can apply to any of the programs, but will only get transportation to the zone in which they live.
Proximity	Applicants living within a specified proximity from this school will receive a priority to this school.

Sibling Priority

Applicants who have a sibling currently attending a school in a non-terminating grade will receive priority. Siblings are defined as students residing in the same household and/or students sharing the same parent/guardian. Students in terminating grades (i.e., an 8th grader in a K-8 school) do NOT earn sibling priority for younger siblings. The intention of sibling priority is to keep families together when possible. Because students in terminating grades will no longer attend the school the following year, sibling priority is not applied to their younger sibling.

Displaced Student Priority

Applicants who are currently attending a school that will not reopen for the application year will receive priority. This will only apply for rising 10th-12th grade students in the 2018-19 OneMatch lottery.

Child of IPS Employee

Children of an IPS employee will receive priority to IPS choice schools. This includes employees at the district or school level.

Children of Staff/Board Member

Applicants who are the children of staff or current or founding board members associated with a charter school receive priority.

Child of Butler University Staff

Children of Butler University employees are given the same priority as neighborhood proximity students. This only applies to the Butler Lab School.

Affiliated Pre-K Program

Applicants who attend an affiliated pre-k program receive priority. Note: This priority only applies to charter schools. IPS does not give priority to students who attended any pre-k program, even inside of an IPS building.

IPS Loyal Applicants

Applicants who applied for an IPS Choice program last year and did not receive a seat in that program will receive priority for that program this year.

Feeder Pattern Policy

Feeder patterns will be implemented in both charter networks and in IPS. This means that students in terminating grades will be automatically advanced to the next grade in an affiliated school or program, when available. Currently, these include:

Charter Feeders:

Irvington Community Elementary 5th graders --> Irvington Community Middle School 6th graders
Irvington Community Middle School 8th graders --> Irvington Preparatory Academy 9th graders
All Tindley 5th graders --> Tindley Prep/Tindley Collegiate 6th graders (boys/girls)
All Tindley 8th graders --> Charles A. Tindley Accelerated Academy 9th graders
Avondale Meadows Academy 5th graders --> Avondale Meadows Middle School 6th graders

IPS Feeders:

Theodore Potter 7-4 6th graders --> Harshman Spanish Immersion 7th graders

CFI 8th graders --> Shortridge 9th graders (IB pathway)

Edison 8th graders --> VPA at Shortridge 9th graders (VPA pathway)

When students in these programs enter the OneMatch portal, they will see their current school and future school displayed. Families will be advised that if they want the future school that is displayed, they do not need to complete a OneMatch application, and they will be redirected to next steps on how to register with their school. Applicants will be advised that if they want to apply to a different school, they should move forward with their OneMatch application. An applicant will not give up a seat to their feeder school unless they are matched to a school on their OneMatch application.

- For Example: A CFI 8th grader applies to 1) Herron HS and 2) Purdue Polytechnic HS. If he gets neither of those schools, he will still have a seat at Shortridge. If he gets Herron OR Purdue, he will have given up his seat at Shortridge. This is clearly communicated in the application.

IPS School Closures 2018-19 ONLY Policy

Due to the closure of four IPS high schools, and the implementation of an all-choice high school model, Enroll Indy is working with IPS on a one-year solution for the large number of students impacted. The following describes how this year will be implemented:

8th graders WITH a feeder High School⁶

Current 8th graders with a feeder HS will be advanced as 9th graders within that feeder program, as outlined above. This includes 8th graders at CFI and Edison. If these students would like a different program or school, they will need to complete a OneMatch application. This will apply in future years.

8th graders WITHOUT a feeder High School

Current 8th graders who attend a school without a feeder high school will not have a future school assignment in the OneMatch portal, and therefore MUST complete a OneMatch application. While IPS is surveying these students in advance of the OneMatch lottery, those surveys have no bearing on the lottery process and are being used exclusively to inform IPS of demand in their programs (similar to an intent to return form often used at charter schools). This will apply in future years.

9-11th graders currently IN A CHOICE PROGRAM

Current 9th, 10th and 11th grade students who attend choice programs will remain in that choice program at its new location. For example, a current 9th grader in Visual and Performing Arts at Broad Ripple High School will be shown a "future school" of 10th grade in Visual Performing Arts at Shortridge High School. If these students would like to change

⁶ 8th graders at Longfellow who attended Crispus Attucks for 7th grade in 2016-17 will automatically be allowed to return to Crispus Attucks for 9th grade in 2018-19. This is a one-time accommodation based on the grade reconfiguration at Crispus Attucks.

programs or schools, they will need to complete a OneMatch application. In future years, this will not be necessary because students will simply remain enrolled in their current schools.

9-11th graders WITHOUT A CHOICE PROGRAM

For this year ONLY, IPS will ask 9th, 10th and 11th graders who are not in choice programs to rank their top three IPS choice programs prior to the OneMatch lottery and will assign each student one of their choices as their "default" future school. IPS will give Enroll Indy the future school for all of these students, and that school will appear as the "future school" in the OneMatch portal. If these students would like a different program or school than the one they receive, they will need to complete a OneMatch application. This is essentially the same as implementing a displaced student priority since they would be moved to the front of the lottery for IPS schools. In the future, this will not be necessary.

Unique Enrollment Cases

IPS Innovation Schools that Operate as IPS Neighborhood Schools

These IPS Innovation schools operate as the elementary neighborhood school for IPS students. These schools can open seats in the lottery for out of boundary students, but they must be able to hold enough capacity for any neighborhood student who wants to attend. It is the responsibility of the school to ensure they are following all district policies associated with their boundary. Families can apply to these programs in the OneMatch application. (Kindezi Academy, Global Preparatory Academy, Ignite Achievement Academy, School 15, PLA at 93 and PLA at 103)

IPS Neighborhood Transfers with Transportation

If a student needs transportation to a different IPS neighborhood school than their zoned boundary school for child care or medical reasons, the family must apply for a waiver from IPS. Waivers granted by IPS will be entered in the Enroll Indy system.

IPS Neighborhood Transfers without Transportation

On July 1, some IPS Neighborhood schools will open seats for students that do not reside in the school's boundary. These seats will be assigned on a first-come, first-served basis, and families that choose these seats will not receive transportation to the school. For information on available seats in neighborhood schools, families should contact Enroll Indy or IPS.

McKinney-Vento

Enroll Indy will allow students to identify themselves as homeless or displaced during the application process. This will allow Enroll Indy to flag students who may need services provided under McKinney-Vento. This information will be shared with the sending and receiving school. After the student enrolls, schools must follow procedures under McKinney-Vento.

Thrival Academy (Pending IPS Approval)

Thrival Academy is a one-year program that students may complete during their 11th grade year. Admission to Thrival Academy will not be handled by Enroll Indy, but Enroll Indy's system will hold each student's seat in their home school while that student spends their 11th grade year in Thrival Academy. Students who participate in Thrival Academy will retain

a 12th grade seat at their previous school, unless they complete a OneMatch application and receive a new match.

Sidener Gifted Academy/High Ability

Only students who qualify as High Ability in both Math and English will be able to enroll in Sidener. This is not a priority, but a requirement for enrollment. Each student in the district will take a test that will determine if a student is eligible to apply. Additionally, students at non-IPS schools can provide results to Sidener administrators and become eligible for the program. Enroll Indy will allow all students to apply to Sidener, but will only consider the applications of students who have been verified by the school.

IPS Montessori Grade Level Priorities

Students in grades K-2 are eligible to apply for Montessori Schools; previous Montessori experience may be required at the discretion of the school leader for grades 3-8 entry. If there is capacity in grades 3-8, Enroll Indy will honor the district's recommendation for acceptance into a school.

International Baccalaureate Programme at Shortridge High School

As an international baccalaureate (IB) program, Shortridge's IB program can only accept new students into 9th-10th grades (not applicable for 2018-19 school year).

Visual and Performing Arts and Humanities(VPAH) at Shortridge High School

If matched to VPAH at Shortridge, students will be required to schedule an audition for placement in their program (i.e. dance, music, etc). This will be communicated in the next steps section of the OneMatch portal.

CFI 2 and IUPUI Visiting Scholar Partnership

Students of short-term visiting scholars at IUPUI are welcomed into CFI 2 for the length of the family's short term stay in Indianapolis.

CFI Students Returning From An International Experience

CFI Students who leave for a year of international experience (consistent with IB international curriculum) will be re-admitted into the program without applying.

OneMatch Family Portal and Application Process

Accessing an Application

The OneMatch application is an entirely web-based system. Applicants can access the system either from a computer or mobile device. Applicants needing assistance in accessing or completing an application can visit the Enroll Indy Family Resource Center, any participating school, or one of more than fifty Enroll Indy Community Partners. For a complete list of community partners and their addresses, see Appendix II.

Account Creation and Building a Family and Student Profile

To fill out an application, an applicant must first create an Enroll Indy Account. To create an account, a user must enter a phone number and an email address. Applicants who do not

have an email address will be directed to instructions on creating an email address before beginning an application. Additionally, applicants can create an account using their Facebook or Google+ login.

After creating an account, a user must click the “Update Family Profile” button and enter basic family information (e.g. Name, Address, etc.). This Family Profile will apply to all students added to the user’s account. **Note: The user only needs to add students that want or need a new school. Students who wish to remain at their current school do not need to do anything and will keep their seat.** The user then clicks the “Add Student” button to add students to their profile. The user will be asked if the student is

- new to Indiana;
- a current Indiana student that is enrolling in an Enroll Indy school for the first time; or
- currently attending an Enroll Indy school (see Appendix I)

For Students New to Indiana or New to Enroll Indy Schools

The user will create a new student in the OneMatch portal. Enroll Indy will check the system for duplicate students on a nightly basis so that students do not have multiple records in the system.

For Students Currently Attending an Enroll Indy School

All Enroll Indy schools will provide basic student enrollment data to the Enroll Indy system. This means that Enroll Indy will know where current students are enrolled, as well as their current grade at that school. The user will enter their students name, date of birth, and School ID number to locate their student in the system and add him/her to their Family Profile. The School ID number can be found by contacting the student’s current school. This is the number assigned to the student by his/her school’s Student Information System (SIS). Examples of these systems would be PowerSchool, Alma, eSchool, and Harmony. If you do not know your student ID, please contact your school.

The user will be prompted to save the student to their Family Profile. This process is repeated for all students for whom they are applying.

Filling out an Application

Once a user has created a Family Profile and added all students to their account, the user can begin to submit applications for each student. A user will fill in home language, verify whether a student’s address is the same as the Family Profile, homeless or displaced student status, relationship to student, and alternative contact. Finally, a user will indicate a student’s current school, current grade, and application grade. This information will be automatically populated for students currently attending an Enroll Indy school. After all information is filled out, a user will click ‘Next’. At this point, an informational screen appears explaining how to select schools.

Selecting Schools

After the informational page, a screen will appear displaying the student’s IPS neighborhood school (if applicable). At this point, a user is offered three options for selecting a school.

1. My student will attend their neighborhood school this fall. I don't want to apply to any other schools.
 - a. If the user selects this choice, they will be directed to a page where the student can enroll directly into a neighborhood seat.
2. My student will apply to Charter, Innovation, and IPS Choice schools. If I do not receive a match through the OneMatch process, my student will attend their neighborhood school (K-8) or will need to be assigned to an IPS high school (9-12).
 - a. Users will be directed to the next page where they will add schools to their application.
3. My student will apply to Charter, Innovation, and IPS Choice schools. If I do not receive a match through the OneMatch process, my student will not attend their IPS neighborhood school (K-8) or an IPS high school (9-12). My family will find a school outside of the OneMatch process (another district, home school, private school, etc.).
 - a. Users will be directed to the next page where they will add schools to their application.

Note: Enroll Indy asks families if they want their neighborhood school seat in order to help schools plan for the number of students that will attend. If a family declines their neighborhood school at any point, that family can still access their neighborhood school at any time. This is clearly explained in the online application. The selection a user makes on the question above has no bearing on whether they will receive one of their OneMatch choices.

Adding Schools to an Application

If the user chooses option 2 or 3 above and wants to apply to IPS Choice, IPS Innovation, or charter schools, they will be taken to a screen where they can add schools to their application. They add schools by clicking on a school and clicking the "Right" arrow to add the school to the list. Users can include up to 10 schools per application. Users can adjust the order of their choices by using the "Up" and "Down" arrows. It is critical that users only include schools that they are willing to attend. The order a user ranks schools on the application is critical and should reflect the true preferences of the student.

Indicating Siblings at an Applicant School

After selecting schools, the user will be able to indicate if their student has a sibling in a non-terminating grade at any school on the application. The user will enter the sibling's name and grade level. This information will be verified by the school and the sibling priority will be applied to the application.

Family Match

After identifying any siblings, a user will have an option to turn on the Family Match function. Family Match only matters if a user is applying for more than one student. The purpose of Family Match is to try to keep families together in one school. If a user chooses to turn on Family Match, they are telling Enroll Indy that keeping their students together is more important than getting their top school choice. This means that if one of the students gets their top choice, but the other student is unable to get a seat at the same school, the

OneMatch lottery will skip the top choice and try to get both students into the second choice in order to try to keep them at the same school. If a user turns Family Match off, that user is indicating that their students can attend different schools and each application should be considered separately. Families with twins/multiples who want them to remain together, should use Family Match.

Families seeking Family Match *must* rank the same schools in the same order for all students they wish to keep together.

Submitting your Application

After selecting and ranking schools, indicating siblings, and indicating Family Match preference, the user submits the application by clicking “Submit.” The user will then see a review of the entire application and several statements the user must confirm in order to make the final submission. Upon submission, the user will get an email confirmation with their application summary.

Editing an Application

If a family wishes to edit their application, the user can log-in to the OneMatch portal and make changes to their application until the enrollment window closes. To make edits a user can simply click the Edit/Update Application button and enter the desired changes.

Viewing Results

After the enrollment window closes, Enroll Indy will process and upload results to the OneMatch Portal. Users will be notified by email and text message when results are available. Users can log into the OneMatch portal and if their student received a match, it will appear next to that student’s name. By clicking “View Results” the user will see the next steps for claiming the seat.

Claiming A Matched Seat

All students matched with a school will be shown next steps on their results page in the OneMatch portal. **Families must complete next steps within 30 days of receiving their results in order to claim their seat.** Schools will have access to matched students’ contact information and must make a documented attempt to contact all matched families. **If a school is unable to make contact with a matched student within 30 days of the results being released AND that student has not completed the school’s “next steps,” the school can request that Enroll Indy drop that student from the roster and give the seat to another student in a subsequent lottery round or in late/ongoing enrollment.** This allows schools to ensure that they end up with the correct number of students.

Registration

Each school will manage their own registration process and that process should be included in the next steps for families matched to that school. Enroll Indy maintains a registration system that schools can use if they choose. Schools are responsible for following the state legal requirements for registering their students.

Late Enrollment Policy

Once the third OneMatch application window closes, Enroll Indy moves into the late enrollment period.

Enrollment Dead Period (June 16-30)

At the end of the final lottery round, Enroll Indy must process the applications. Families will be notified by June 30th of their results. During the time from the final window closing and June 30th, students will not be able to enroll into any Enroll Indy schools other than their IPS neighborhood school, because seat availability will be unknown until the lottery results are processed. Students interested in enrolling in their neighborhood school between June 16 and June 30 must do so at the Enroll Indy Family Resource Center as IPS schools are closed during this time.

Late Enrollment (July 1 to School Start Date)

Beginning July 1, Enroll Indy will publish a list of all available seats by grade level on its website. Those seats are available on a first-come, first-served basis. Students interested in attending a school with available seats can visit the Enroll Indy Family Resource Center or, in the case of charter, innovation, or IPS choice schools, the school they wish to attend. Schools enrolling new students during this time will do so in the Enroll Indy portal prior to entering the student in their Student Information System. This ensures that the seat availability is always up to date in the Enroll Indy portal.

Late Enrollment - Transfers

During late enrollment, if a student is enrolled in an Enroll Indy school but would like to attend another Enroll Indy school that has available seats, that student may transfer. To transfer, the student should visit the Enroll Indy Family Resource Center or, in the case of charter schools, the school they wish to attend. The student will be discharged from their matched school and enrolled in their new school.

Ongoing Enrollment Policy

In addition to running the OneMatch system, Enroll Indy will manage ongoing enrollment centrally beginning in January 2018. This means that any time a student needs a seat during the school year, whether transferring or moving into the city for the first time, that seat will be assigned through Enroll Indy's central system. A seat availability report, by grade, will be published on Enroll Indy's website and families can call or visit Enroll Indy to inquire about which schools have open seats.

Mid-Year Enrollment

A "Mid-Year New Student" is a student who needs to enroll in an Enroll Indy participating school for the first time after school has started for the current year. A "Mid-Year Transfer Student" is a student who needs to transfer from one Enroll Indy participating school to another Enroll Indy participating school. All mid-year enrollment will occur through the Enroll Indy system either at the Enroll Indy Family Resource Center or at a school. Enroll Indy will publish a list of schools with available seats, by grade level, on its website. All seats are available on a first come-first served basis during ongoing enrollment.

Mid-Year New Students

Any student who needs to enroll in an Enroll Indy school for the first time can visit the Enroll Indy Family Resource Center for information about schools and available seats. If they prefer, new students can go directly to a school with open seats, based on the seat availability report on Enroll Indy's website. If a family believes a school has open seats but is told by the school that there are no seats, the family should contact Enroll Indy.

Mid-Year Transfers

Mid-Year transfers will occur through the Enroll Indy system. **Students wishing to transfer must first notify the school they are leaving and ask to be discharged from that school.** That school will discharge the student from the Enroll Indy system. Once a student has been discharged, they are eligible to enroll in a new seat. The student can access a new seat either at the Enroll Indy Family Resource Center or at the school in which they want to enroll. Families cannot enroll in a new seat if they have not been discharged from their previous seat, because this would result in a double enrollment in the system. Once a student has been discharged, they have given up their seat at their previous school and can only return if that school has an open seat.

Enrolling at a School Site

Families are encouraged to visit the Enroll Indy Family Resource Center to get information about what schools have availability and to enroll. If a family visits a school to enroll, the school will first look up the student to see whether that student is enrolled in any other Enroll Indy school.

New Students Not Previously Enrolled in an Enroll Indy School

If the student is not enrolled in an Enroll Indy school, the receiving school may enroll that student.

For Neighborhood Schools: New students can be enrolled directly in the SIS.

For Charter, Innovation, and IPS Choice Schools: New students should be entered in the Enroll Indy portal before being entered into the SIS. This ensures that the Enroll Indy portal has the most up-to-date seat availability across the system.

New Students Previously Enrolled in an Enroll Indy School

If the student is enrolled in an Enroll Indy school, the receiving school must call Enroll Indy OR the previous school to have the student discharged before they can enroll the student. If the receiving school is unable to reach Enroll Indy or the previous school for a discharge, the school may send an email to discharge@enrollindy.org asking that the student be discharged. Then, the receiving school can enter the student in their SIS. The integration will catch the discrepancy overnight and rosters will be updated in the Enroll Indy portal. Schools can ONLY enroll students that have been discharged from their previous seats. Charter, Innovation, and IPS Choice schools will always enter the student's new enrollment in the Enroll Indy portal prior to entering the student in their own Student Information System, if possible. This ensures that seat availability is always up to date in the Enroll Indy portal.

Enroll Indy School Administrator Policies and Procedures

Schools participating in Enroll Indy have agreed to following new enrollment policies and procedures as outlined above and in the Memorandum of Understanding (MOU). The following information is meant to address the school-user side of the Enroll Indy portal, as well as outline the policy decisions that participating schools need to make. School administrators are encouraged to review the Enroll Indy MOU for additional detail.

Holding Back Seats

Schools may offer additional seats in subsequent rounds but may not retract seat offers that have already been made. IPS will offer 70% of Kindergarten, 7th grade, and 9th grade seats in Round One, 20% in Round Two and 10% in Round Three.

Providing Kindergarten Cutoff Dates

The State of Indiana requires a Kindergarten student must turn 5 years of age no later than August 1st of the school year in question. Schools and districts are allowed to implement a later cutoff date if they choose, as long as no entrance exam is implemented. Indianapolis Public Schools currently uses a September 1st Kindergarten cutoff date. Schools that would like a Kindergarten cutoff date different than August 1st must supply Enroll Indy with that date.

Match Targets and Count Day Projection

Schools participating in Enroll Indy are responsible for setting both Match Targets and Count Day Projections (CDP) for each grade level they serve. The Match Target will guide the maximum number of matches that will be made during the OneMatch lottery process. As of July 1, the CDP will become the school's capacity and any school under its CDP for any grade level will be considered to have open seats.

Managing for Attrition without a Waitlist

As outlined in the Enroll Indy Memorandum of Understanding, waitlists will no longer be used to manage attrition at participating schools, due to their tendency to create false demand and student mobility. Instead, schools will set their Match Targets to anticipate attrition based on prior years' data. Enroll Indy will support schools in this process. The end goal is that any students that would have been accepted off of the waitlist will instead be admitted during the OneMatch process, giving a family the seat that it wants much earlier in the year.

Monitoring Applications and Demand

To assist with setting a school's enrollment target, Enroll Indy will provide reports that consist of the number of applicants who included the school on their application and a count of the number of applicants who ranked the school 1st, 2nd, or 3rd (through 10th), by grade level. Additionally, Enroll Indy will provide reports that show the number of students who have applied out of a school, by grade level. Finally, Enroll Indy will provide reports of students in terminating grades who have not yet submitted applications (i.e. a K-8 school will receive a report of the 8th graders who have/have not applied for high school, so that the

school can assist the family in completing an application). Enroll Indy will also work to accommodate other data requests on a case-by-case basis.

Schools will have access to student demand, by grade level, throughout a lottery round and can adjust their Match Target for a given round up until the window closes. Schools will not have access to the names of students that have applied. Enroll Indy will work with schools to set a Match Target beyond the school's Count Day Projection, in order to accommodate attrition.

Verifying Siblings and Children of Staff/Board Members

Most schools will offer a lottery priority for siblings of current students and children of staff/board members. Schools will be responsible for verifying whether a student is in fact a sibling or the child of a staff/board member. Enroll Indy will give specific training instructions for how to complete this process. Siblings are defined as students residing in the same household and/or students sharing the same parent/guardian.

Viewing Rosters after Lottery

After each application round closes, Enroll Indy will process results and run the lottery algorithm. We will complete rigorous testing of the algorithm prior to running the official lottery to ensure accuracy. After the lottery results are in, Enroll Indy will upload the results into Salesforce and alert the schools of their completion. Schools will have access to the results prior to the release to families. As soon as the results are public to both schools and students, schools can begin contacting their students.

Filling Empty Seats

Enroll Indy does not guarantee that all seats will be filled. However, Enroll Indy will serve as a central database of seats, and will offer any open seat to families seeking a school. Schools can share marketing materials with Enroll Indy at the Family Resource Center. At the conclusion of OneMatch, all available seats will be offered on a first-come, first-served basis during Late and Ongoing Enrollment. Enroll Indy will publish a regular report (daily/weekly) on its website that lists schools with available seats by grade level.

Claiming Seats

Schools can retain their own registration for families to claim seats, or schools can opt to use the registration process created by Enroll Indy. Schools must provide the "next steps" language for families matched to their school. When a family logs in to view match results, they will be informed of the next steps for their matched school and will be advised they have 30 days to complete the next steps to claim their seat.

Discharge Dates

Families that receive a match during a OneMatch lottery round are instructed to complete their "next steps" within 30 days of receiving the match. During that 30 days, schools are also expected to try to make contact with all matched families and to document that attempt. At the conclusion of the 30-day window, schools retain the right to discharge students who have not completed the next steps, if the school has been unable to contact the family successfully. This will be done by submitting those students' names to Enroll Indy

by a specific date. Enroll Indy also retains the right to try to make contact with the family prior to discharge.

As of July 1, schools will have the ability to discharge students within the Enroll Indy portal. Schools will be responsible for entering a code for the type of discharge (i.e., moving out of state). If a school drops below its CDP for a grade level, those seats will become available on a first-come, first-served basis during Late Enrollment and Ongoing Enrollment.

Backfill Policy

Enroll Indy will supply schools with options for backfill dates and will respect the dates chosen by each school. The backfill date is the date until which schools will accept students in the current year. Backfill policies must comply with all charter school law. Once a school has passed its backfill date, it will no longer have seats available in the current year and its open seats will be removed from the Enroll Indy Open Seat report. The date options will be as follows:

- September Count Date
- October 1st
- November 15th (Beginning of Round 1)
- Beginning of Second Semester
- January 16th (Beginning of Round 2)
- April 16th (Beginning of Round 3)
- All Year

Enroll Indy will honor the capacity set by the school and the backfill policy that has been selected.

Ongoing Enrollment – Year One Soft Launch

From November 15th to the end of 2017, Enroll Indy will implement a soft-launch of ongoing enrollment management. This means that participating schools can continue their current ongoing enrollment policies for students in need of seats for the 2017-18 school year. For example, if a school has typically accepted wait-listed students at the semester (some Charter, Innovation, and IPS Choice schools), those schools can continue that practice this school year and allow those students to begin at second semester. Schools can indicate to Enroll Indy if they would like for us to enroll students at our enrollment system prior to January 2018.

Beginning in January 2018, Enroll Indy will centrally manage all ongoing enrollment and will enroll families in available seats according to the backfill policy of each participating school. Families seeking seats for the current school year can visit the Family Resource Center or go directly to a school with open seats to enroll. Schools that are no longer accepting students for 2017-18 will be removed from the open seat report. See [Enrolling at a School Site](#) for additional instructions.

SIS Integration

Enroll Indy has created an integration between each school's individual student information system (SIS) and the centralized enrollment system. The integration will reconcile rosters

each night. Enroll Indy will support each school's SIS administrator to create automatic exports of rosters from the SIS, and Enroll Indy will export rosters from the central portal. Both rosters will go to a File Transfer Protocol (FTP) site where they will automatically compare and search for discrepancies. If there are discrepancies, both Enroll Indy and the school will receive an error report with action steps for resolving the issue. Enroll Indy will not enter any information directly into a school's SIS and the SIS will remain the official enrollment record for state reporting.

Rosters updated in SIS

Enroll Indy's system will never insert records into a school's SIS. Given that the SIS holds a school's testing and student demographic data for the state, it is the responsibility of the schools to upload or manually enter student records into their SIS. Enroll Indy will attempt to accommodate all data formatting requirements.

Appendix I: Participating Schools and Priorities

The following list will be updated if priorities are revised or additional schools join. Schools showing “TBD” have not yet provided Enroll Indy with their priority policy.

School Name	School Type	Grade Levels 18-19	Enrollment Priorities
ACE Preparatory Academy	Charter	K-3	1. Sibling Priority 2. Child of Staff/Board Member
Andrew J Brown Academy	Charter	K-8	1. Sibling Priority
Arsenal Technical High School ⁷ -Career Technology Center -Construction, Engineering, & Design Academy -Law & Public Policy Choice Program -Math & Science Choice Program -New Tech Choice Program	IPS Choice	9-12	1. In-District Priority 2. Displaced Student Priority 3. Sibling Priority 4. IPS Employee Priority
Avondale Meadows Academy	Charter	K-5	1. Sibling Priority 2. Child of Staff/Board
Avondale Meadows Middle School	Charter/IPS Innovation	6-8	1. Sibling Priority 2. Child of Staff/Board Member
Carpe Diem - Northwest	Charter	6-12	TBD
Center for Inquiry 2	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Center for Inquiry 27	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Center for Inquiry 70	IPS Choice	K-6	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority

⁷Each IPS High School facility has multiple choice programs. Applicants must apply to each program they are interested in separately.

School Name	School Type	Grade Levels 18-19	Enrollment Priorities
Center for Inquiry 84	IPS Choice	K-8	<ol style="list-style-type: none"> 1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Charles A Tindley Accelerated School	Charter	9-12	<ol style="list-style-type: none"> 1. Sibling Priority
Circle City Preparatory Charter School	Charter	K-2	<ol style="list-style-type: none"> 1. Sibling Priority
Cold Spring School	IPS Innovation	K-6	<ol style="list-style-type: none"> 1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Crispus Attucks High School ⁸ -Health Sciences Academy -Medical Program -Teaching, Learning, & Leading Academy	IPS Choice	9-12	<ol style="list-style-type: none"> 1. In-District Priority 2. Displaced Student Priority 3. Sibling Priority 4. IPS Employee Priority
Edison School of the Arts School 47	IPS Innovation	K-8	<ol style="list-style-type: none"> 1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Enlace Academy	Charter/IPS Innovation	K-8	<ol style="list-style-type: none"> 1. Sibling Priority
Ernie Pyle School 90	IPS Choice	K-6	<ol style="list-style-type: none"> 1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Francis W Parker School 56-Montessori	IPS Choice	K-8	<ol style="list-style-type: none"> 1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority

⁸Each IPS High School facility has multiple choice programs. Applicants must apply to each program they are interested in separately.

School Name	School Type	Grade Levels 18-19	Enrollment Priorities
George Washington Carver Montessori School 87	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
George Washington High School ⁹ -Advanced Manufacturing, Engineering, & Logistics Academy -Business & Finance Academy -Information Technology Academy	IPS Choice	9-12	1. In-District Priority 2. Displaced Student Priority 3. Sibling Priority 4. IPS Employee Priority
Global Prep @ Riverside 44	Charter/IPS Innovation	K-6	Guaranteed for neighborhood 1. Sibling Priority
Harshman Magnet Middle School	IPS Choice	7-8	1. Sibling Priority 2. Proximity 3. Loyal Applicant Priority 4. IPS Employee Priority
Herron High School	Charter/IPS Innovation	9-12	1. Sibling Priority 2. Child of Staff 3. Child of Board Member 4. Proximity Priority
Herron Riverside High School	Charter	9-10	1. Sibling Priority 2. Child of Staff 3. Child of Board Member 4. Proximity Priority
Ignite Achievement Academy at Elder W. Diggs School	Charter/IPS Innovation	K-6	1. Proximity Priority (???) 2. Sibling Priority 3. Affiliated Pre-K Program
Indiana College Preparatory School	Charter	K-8	TBD
Indiana Math & Science Academy - North	Charter	K-12	1. Sibling Priority
Indiana Math & Science Academy- West	Charter	K-8	1. Sibling Priority
Indianapolis Academy of Excellence	Charter	K-6	1. Sibling Priority
Indianapolis Lighthouse Charter School	Charter	K-12	1. Sibling Priority
Indianapolis Lighthouse East	Charter	7-12	1. Sibling Priority
Indianapolis Metropolitan High School	Charter	9-12	TBD

⁹Each IPS High School facility has multiple choice programs. Applicants must apply to each program they are interested in separately.

School Name	School Type	Grade Levels 18-19	Enrollment Priorities
IPS/Butler University Laboratory School 60 ¹⁰	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority and Butler University Employee Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
IPS/Butler University Laboratory School 55 ¹¹	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority and Butler University Employee Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Irvington Community Elementary School	Charter	K-5	1. Sibling Priority
Irvington Community Middle School	Charter	6-8	1. Sibling Priority
Irvington Preparatory Academy	Charter	9-12	1. Sibling Priority
Kindezi-Joyce Kilmer School 69	Charter/IPS Innovation	K-6	Guaranteed for neighborhood 1. Sibling Priority
KIPP Indy College Prep Middle	Charter/IPS Innovation	6-8	1. Sibling Priority 2. Proximity Priority
KIPP Indy Unite Elementary	Charter/IPS Innovation	K-4	1. Sibling Priority 2. Proximity Priority
Longfellow Middle School Medical Magnet	IPS Choice	7-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Paramount School of Excellence	Charter	K-8	1. Sibling Priority
Phalen Leadership Academy at Francis Scott Key 103	IPS Innovation	K-6	1. Sibling Priority
Phalen Leadership Academy at George H Fisher School 93	IPS Innovation	K-6	1. Sibling Priority
Purdue Polytechnic High School - Indianapolis	Charter/IPS Innovation	9-10	1. Sibling Priority 2. In-District Priority
Rousseau McClellan School 91-Montessori	IPS Choice	K-8	1. In-District Priority 2. In-Zone Priority 3. Sibling Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority

¹⁰ Students who live in-zone for School 55 but have siblings currently attending School 60 will receive both sibling and in-zone priority for BOTH Butler Lab campuses.

¹¹ Students who live in-zone for School 55 but have siblings currently attending School 60 will receive both sibling and in-zone priority for BOTH Butler Lab campuses.

School Name	School Type	Grade Levels 18-19	Enrollment Priorities
Sidener Academy for High Ability Students	IPS Choice	2-8	1. In-District Priority 2. Sibling Priority 3. Loyal Applicant Priority 4. IPS Employee Priority
Southeast Neighborhood School of Excellence (SENSE)	Charter	K-8	1. Sibling Priority
Shortridge High School ¹² -International Baccalaureate Programme -Visual & Performing Arts and Humanities	IPS Choice	9-12	1. In-District Priority 2. Displaced Student Priority 3. Sibling Priority 4. IPS Employee Priority
SUPER School 19	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Theodore Potter School 74	IPS Choice	K-6	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Tindley Collegiate Academy	Charter	6-8	1. Sibling Priority
Tindley Genesis Academy	Charter	K-5	1. Sibling Priority
Tindley Preparatory Academy	Charter	6-8	1. Sibling Priority
Tindley Renaissance Academy	Charter	K-5	1. Sibling Priority
Tindley Summit Academy	Charter	K-5	1. Sibling Priority
Vision Academy	Charter	K-8	1. Sibling Priority 2. Child of Staff/Board

¹²Each IPS High School facility has multiple choice programs. Applicants must apply to each program they are interested in separately.

Appendix II: Community Partners and Addresses

Organization	Address	Phone Number
100 Black Men Indianapolis, Inc.	3901 N Meridian St.	317-921-1276
Alivio Medical Center	2060 N Shadeland Ave.	317-635-3499
Big Brothers Big Sisters of Central Indiana	2960 N Meridian St.	317-921-2201
Brightwood Library Branch	2435 N. Sherman Drive	317-275-4310
Central Library	One Library Square	317-275-4100
Child Care Answers	1776 N Meridian St.	317-636-5727
Christamore House	502 N Tremont St.	317-635-7211
College Avenue Library Branch	4180 N. College Ave.	317-275-4320
Community Alliance of the Far Eastside, Inc. (CAFE)	8902 East 38th St.	317-890-3288
Eagle Library Branch	3325 Lowry Rd.	317-275-4340
East 38th St. Library Branch	5420 E. 38th St.	317-275-4350
East Washington Library Branch	2822 E. Washington St.	317-275-4360
Eastern Star Church	5750 30th St.	317-591-5050
Edna Martin Christian Center (EMCC)	2605 East 25th St.	317-637-3776
Englewood Christian Church	57 Rural St.	317-639-1541
Family Development Services (HeadStart)	3637 N Meridian St.	317-803-3803
Fathers and Families Center	2835 N Illinois St.	317-921-5935
Flanner House Library Branch	2424 Dr. Martin Luther King, Jr. St.	317-275-4370
Fountain Square Library Branch	1066 Virginia Ave.	317-275-4390
Franklin Rd. Library Branch	5550 S. Franklin Rd.	317-275-4380
Garfield Park Library Branch	2502 Shelby St.	317-275-4490
Glendale Library Branch	Glendale Shopping Center	317-275-4410
Glick Carriage House East LLC (CHE)	10041 Tinton Court	317-898-9767
Habitat for Humanity of Greater Indianapolis	3135 N Meridian St.	317-921-2121
Haughville Library Branch	2121 W. Michigan St.	317-275-4420
Hawthorne Community Center	70 N Mount St.	317-637-4312
Immigrant Welcome Center	901 Shelby St.	317-808-2326
Indiana Black Expo	3145 N Meridian St.	317-925-2702
Indiana Civil Rights Commission (ICRC)	100 N Senate Ave.	317-232-2600
Indiana Connected by 25	2625 N Meridian St.	317-917-8940
Indiana Latino Institute (ILI)	401 W Michigan St.	317-472-1055
Indianapolis Housing Agency (IHA)	1935 N Meridian St.	317-261-7200
Indianapolis Neighborhood Housing Partnership	3550 N Washington Blvd	317-610-4663

Organization	Address	Phone Number
Indianapolis Neighborhood Resource Center	708 E Michigan St.	317-920-0330
Indianapolis Power and Light	1 Monument Circle	317-261-8261
Indy Black Chamber	P.O. Box 40843	317-384-7356
Indy Youth Sports	5868 E 71st St.	317-847-1999
IndyHub/ No Mean City	705 E Walnut St.	317-508-3128
Info Zone Library Branch	Children's Museum	317-275-4430
International Marketplace Coalition	3919 Lafayette Rd.	317-550-1600
Irvington Library Branch	5625 E. Washington St.	317-275-4450
John H. Boner Community Center	2236 E 10th St.	317-633-8210
La Plaza, Inc.	8902 East 38th St.	317-890-3292
Library Service Center	2450 N. Meridian St.	317-275-4840
Marion County Commission on Youth, Inc. (MCCOY)	1375 West 16th St.	317-921-1256
Mary Rigg Neighborhood Center	1920 West Morris St.	317-639-6106
MIBOR Realtor Association	1912 N Meridian St.	317-956-1912
Midtown Indianapolis, Inc.	3965 N Meridian St.	317-600-3141
Neighborhood Legal Clinic	3333 N Meridian St.	317-429-4131
OpportunINDY	3135 N Meridian St.	317-925-2702
Reach for Youth	3505 Washington Blvd.	317-920-5900
School on Wheels	2605 E 62nd St.	317-202-9100
Shalom Health Care Center	3400 Lafayette Rd.	317-291-7422
Spades Park Library Branch	1801 Nowland Ave.	317-275-4520
STAND for Children Indiana	546 East 17th St.	317-759-2634
TeenWorks	2820 N Meridian St.	317-916-7858
The Childrens Museum of Indianapolis Inc	3000 N Meridian St.	317-334-4137
The H.O.P.E. Team	40 West 40th St.	317-657-2939
The Indianapolis Public Library	40 East St Clair St.	317-275-4100
The Indianapolis Urban League	777 N Indiana Ave.	317-693-7603
The Law Firm of Fatima Johnson	3737 N Meridian St.	317-455-6829
United Negro College Fund, Inc. (UNCF)	3737 N Meridian St.	317-283-3920
United Way of Central Indiana	2955 N Meridian St.	317-923-1466
West Indianapolis Library Branch	1216 S. Kappes St.	317-275-4540
Westminister Neighborhood Services Inc	2325 E New York St.	317-632-9785
YMCA of Greater Indianapolis	615 Alabama St.	317-266-9622