ENROLLMENT POLICIES AND PROCEDURES FOR SCHOOL ADMINISTRATORS

SEPTEMBER 2022

Enroll Indy School Administrator Policies and Procedures

Schools participating in Enroll Indy's unified enrollment system have agreed to follow enrollment policies and procedures as outlined in this manual and in the Memorandum of Understanding (MOU). The following information is meant to address the school-user side of the Enroll Indy portal. School administrators are encouraged to review the Enroll Indy MOU for additional detail.

Enrollment Cycle Timeline

The enrollment cycle for the 2023-2024 school year begins on November 2, 2022 with the launch of the first round of OneMatch.

	Begins	Deadline	Results Released
Round One	November 2, 2022	January 25, 2023	February 16, 2023
Round Two	February 26, 2023	April 20, 2023	May 11, 2023
Dead Period	April 20, 2023	May 19, 2023	N/A
Late Enrollment	June 5, 2023	August 31, 2023	Immediately

Enrollment Targets

Schools participating in Enroll Indy's unified enrollment system are responsible for setting a series of grade level enrollment targets depending on the date in the enrollment cycle. See Appendix 3 for due dates and additional detail.

Enrollment Target Setting Definitions

- **Round 1 Match Target:** the number of seats that will be offered at a specific grade during Round 1 of OneMatch. This target should be much higher than your ADM Target in order to account for attrition.
- **Round 2 Match Target:** the number of seats that will be offered at a specific grade during Round 2 of the lottery. If you filled in Round 1, this number should be lower than your Round 1 target.
- **First Day of School Target:** the number of students a school wants to have enrolled on the first day of school to account for no-shows. Schools can adjust this target down over the course of the summer.
- **Capacity:** This is your programmatic capacity for each grade and the number of students you want to be funded for on September Count Date. Schools work backwards from this goal to set their match targets and first day of school targets. For charter schools, your capacity target should be no lower than capacity set in your charter. This target may be greater than your charter capacity in accordance with your authorizer's policies.
- **Active Targets:** For technical purposes, this is the number that Enroll Indy uses to determine open seats during late and mid-year enrollment. After Round 2 results are released, we will set this number to match your First Day of School Target in our system. After the first week of school, we will drop this target to your Charter Capacity in our system.

Enrollment Target Setting Policy

During the enrollment cycle, Enroll Indy's policy is that schools should set their enrollment targets to their highest levels during the lottery and to lower their targets toward the start of the school year. Our strategy is to work with schools to set better targets to decrease the number of students that enroll after our two OneMatch rounds and to increase the accuracy of school rosters.

In general, we will **not** allow schools to raise targets during late enrollment or after schools start at any grade where a school is full or where they have rejected students in the lottery. There are some exceptions where we would allow schools at full grades to enroll a student, but we will review these requests on a case-by-case basis in accordance with district and charter authorizer input. Some exceptions include:

- A student is receiving McKinney-Vento services
- A student's expulsion timeline has completed, and the student wants to return to their school
- A student was out of the classroom due to a medical issue

OneMatch Overview

The OneMatch application is the K-12 lottery system that allows families to apply to up to ten schools with one application and one timeline, and to receive one school match for their child. The application is available on any internet-connected device. OneMatch includes two application windows in which families can participate when applying for the 2023-24 school year. After each round's deadline, Enroll Indy will run a lottery that will determine placement for applicants based on their stated school preferences, their enrollment priorities (i.e., sibling, geographic, etc.), and their random lottery number.

Setting Match Targets

Schools must submit their match targets for Round 1 by January 25, 2023. For Round 2, match targets must be set by April 20th. If round 2 match targets are not submitted by April 20th, Enroll Indy will use the schools Round 1 target for Round 2.

Setting Enrollment Priority Order

Schools can select from legally defined enrollment priorities. These priorities will be used to process results during Round 1 and 2 of OneMatch. Schools must set priorities in order. Available priorities for charters and district schools can be found in Appendix 1.

Rising Students

Rising students in non-terminating grades at your school do NOT need to fill out a OneMatch application to remain at your school. Our system will assume that rising students will attend the same school the following school year unless they are matched to another school.

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.

Managing for Attrition Without a Waitlist
As outlined in the Enroll Indy MOU, 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.

Schools are encouraged to create relationships and keep in contact with interested families throughout the enrollment cycle.

Claiming Seats
Schools must provide the "next steps" language for families matched to their school. When a family logs into 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. Schools must submit their "next steps" policy to Enroll Indy by January 25, 2023.

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. Schools are responsible for following state and federal legal requirements for registering their students.

30-Day Match Discharge Policy
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-day period, schools are also expected to document all attempts to contact all matched families. At the conclusion of the 30-day window, schools retain the right to discharge students who have not completed their next steps and the school has been unable to contact. This will be done by submitting those students' names to Enroll Indy. Enroll Indy will make an effort to contact all families on discharge lists and give families a reasonable response time before removing students from your roster.

IPS PreK Eligibility
Students who turn 4 years old on or before August 1, 2023 are eligible to enter PreK for the 2023-2024 school year. Students who turn 5 prior to August 1st must enroll in Kindergarten.

Kindergarten Cutoff Dates
Students who turn 5 years old on or before August 1, 2023 are eligible to enter kindergarten. For students who turn 5 between August 2nd and October 1st, 2023, schools may waive the age requirement and enroll students in kindergarten.

Schools and districts/networks can set their own waiver policies for kindergarten in accordance with state law.

Monitoring Applications and Demand
Enroll Indy will provide weekly demand reports during the OneMatch rounds that will show schools the number of applications they've received broken down into several data points. Additionally, schools can access real-time demand by viewing their Salesforce dashboard. Enroll Indy will also work to accommodate other data requests on a case-by-case basis. Schools will not have access to the names of students that have applied.

Holding Back Seats
Charter schools must offer all seats available in each round and cannot hold back seats under charter law. Indianapolis Public Schools (IPS) district policy allows schools under their LEA to offer portions of their seats at entry grades. For PreK, Kindergarten, and 7th grade (Harshman and Longfellow only), IPS will offer 60% of choice seats in Round 1 and 100% seats in Round 2. At all other grade levels, schools will offer 100% of available seats in both rounds.

Viewing Rosters after Lottery
After each application round closes, Enroll Indy will run the lottery algorithm and process results. After the lottery results are in, Enroll Indy will upload the results into Salesforce and alert schools. 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 matches.

Late and Midyear Enrollment

During late enrollment, families can access open seats via the Late Enrollment Portal, calling Enroll Indy's hotline, or having a charter school create or transfer their student record directly in Salesforce.

Late Enrollment Portal (Open June 5-August 31st, 2023)
Enroll Indy will publish a list of all available seats by grade level on the online Late Enrollment Portal. The portal will remain open 24 hours a day and is updated in real time. These seats are available on a first-come, first-serve basis. Students interested in attending a school with available seats can claim a seat directly via the portal, visit the Enroll Indy Family Resource Center (also available via phone) or, in the case of charter schools, visit 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.

IPS pre-K programs, K-8 schools with special eligibility requirements, IPS Neighborhood, and some high school grades will not offer online enrollment through the Portal, as Enroll Indy must verify that a student has qualified to attend or is permitted to transfer. The following will not offer online enrollment through the Late Enrollment Portal:

- All IPS pre-K programs
- Sidener Academy

- Montessori schools (IPS Schools 56, 87, and 91): Grades 2, 3, 5, 6 and 8
- Theodore Potter 74: Grades 3-6
- All high schools: Grade 12
- IPS High Schools: Grades 10, 11, 12
- All IPS Neighborhood boundary seats

Filling Empty Seats during Late and Midyear Enrollment

Enroll Indy will serve as a central database of seats and will offer any open seat to families seeking a school. Open seats are determined in the database when a school's Active Student Count is less than the Active Target in our system. 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.

Enroll Indy's system (Salesforce) will be the system of record for determining open seats. Schools are required to serve anyone who is enrolled in Enroll Indy's system. It is critical that schools claim seats first in Enroll Indy's system before adding them to their SIS.

SIS Integration

Enroll Indy has created an integration between each school's individual student information system (SIS) and Salesforce (Enroll Indy's enrollment management system). The integration will run and 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 work together to determine next steps for reconciling rosters across systems. 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.

Backfill Policy

Schools are responsible for backfilling in accordance with their charter or district. Charters are governed by their authorizing body and Indiana statute. District policy is governed by school board policy. Enroll Indy is responsible for abiding by charter and district policy.

Miscellaneous Policies

Salesforce and Licenses

Enroll Indy manages the unified enrollment system via Salesforce. As part of each school's partnership with Enroll Indy, we provide **one** free Salesforce user license to each school. Each user can have access to multiple schools.

If a school wishes to purchase an additional license, Enroll Indy can connect you directly to our Salesforce sales representative who can invoice you for the license on an annual basis. Additional licenses are approximately $85 annually.

Salesforce Multi-Factor Authentication
Multi-Factor Authentication (MFA) is a dual login method that requires a user to approve a login request on their cellphone to access their Salesforce account. Salesforce enforced this policy February 2022 to increase security as it is critical to protect customer data. Enroll Indy requires all of their Salesforce Users to complete the MFA registration process during any license renewal, license changes, or new license creation. All Enroll Indy Salesforce users are required to download and use the "Salesforce Authenticator" app as the login method to access their account.

SchoolFinder Content
Schools have access to update the content of the majority of their school finder profiles. All SchoolFinder content is located in Salesforce and should be updated regularly. Enroll Indy will source demographic and performance data directly from the Indiana Department of Education.

SchoolFinder Favoriting
Users have the ability to "Favorite" schools on SchoolFinder. This requires families to create a OneMatch account and add contact information. If a user favorites your school, you will have access to their contact immediately. You can find contact information for families who've favorited your school on your Salesforce dashboard. Enroll Indy trains our enrollment guides to encourage families to favorite schools as they complete an application so that schools can get in touch with them.

Appendix 1a: Enrollment Priorities for Charters

Sibling Priority
Schools can choose to prioritize siblings of current students. Siblings are defined as students residing in the same household and/or students sharing the same parent/guardian. Sibling priority can be applied to any sibling of a current student provided that the current student presently attends the school and will attend the school in the future. Students in terminating grades (such as an 8th grader in a K-8 school) do NOT earn sibling priority for younger siblings. Students who have matched out of a school in Round 1 of the lottery do NOT earn sibling priority for their siblings at any school in Round 2 of the lottery. Sibling priority also does not apply to children entering PreK. The intention of sibling priority is to keep families together when possible. An applicant must include the first and last name and grade of sibling on the OneMatch application in order to be eligible for this priority.

Sibling Legacy Priority (Charter or Innovation-Charter High Schools Only)
Instead of utilizing the previously stated sibling policy, high schools governed by a charter can use a sibling legacy priority. Under this priority, siblings of all current students, including 12th graders, and former graduates of the school will receive a priority. Applicants must include a student's first and last name, and grade of the sibling. If the applicant is a sibling of a graduate, the applicant must select "Graduate" in the grade dropdown list.

Children of Charter School Staff/Board Member
Applicants who are the children of staff or current or founding board members associated with a charter school receive priority.

Affiliated Pre-K Program (Kindergarten only)
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.

Appendix 1b: Enrollment Priorities for IPS

Geographic Priority

There are several geographic priorities used by participating schools. Some schools have multiple geographic priorities, while 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, Montessori, and Butler Lab), 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

Schools can choose to prioritize siblings of current students. Siblings are defined as students residing in the same household and/or students sharing the same parent/guardian. Sibling priority can be applied to any sibling of a current student provided that the current student presently attends the school and will attend the school in the future. Students in terminating grades (such as an 8th grader in a K-8 school) do NOT earn sibling priority for younger siblings. Students who have matched out of a school in Round 1 of the lottery do NOT earn sibling priority for their siblings at any school in Round 2 of the lottery. Sibling priority also does not apply to children entering PreK. The intention of sibling priority is to keep families together when possible. An applicant must include the first and last name and grade of sibling on the OneMatch application in order to be eligible for this priority.

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 Butler University Staff

Children of Butler University employees are given the same priority as children of IPS Staff. This only applies to IPS/Butler Lab Schools 55 and 60.

IPS Loyal Applicant

An IPS Loyal Applicant is a current IPS K-7th grader who did not receive his/her first choice in the lottery last year. The student will receive priority to their first choice from the 2023-2024 application if they are still currently attending an IPS or Innovation school when matches are processed.

Appendix 2: 2023-24 Participating Schools and Priorities

School Name	School Type	Grade Levels 23-24	Enrollment Priorities
ACE Preparatory Academy	Charter	K-6	1. Sibling Priority 2. Children of Staff/Board Member
Allegiant Preparatory Academy	Charter	K-4	1. Sibling Priority 2. Children of Staff/Board Member
Andrew J Brown Academy	Charter	K-8	1. Sibling Priority
Arsenal Technical High School[1] -Law and Public Safety Academy -Media Arts and Design Academy -Skilled Trades and Human Services Academy -STEM Academy -Teaching, Leading, and Learning Academy	IPS Choice	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Avondale Meadows Academy	Charter	K-4	1. Sibling Priority 2. Children of Staff/Board Member
Avondale Meadows Middle School	IPS Innovation	5-8	1. Sibling Priority 2. Children of Staff/Board Member
Believe Circle City High School	Charter	9-12	1. Child of Staff/Board Member
Center for Inquiry 2	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 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. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Center for Inquiry 70	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority

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[1]Each 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 23-24	Enrollment Priorities
Center for Inquiry 84	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Charles A Tindley Accelerated School	Charter	7-12	1. Sibling Priority
Christel House Academy-West	Charter	K-8	1. Sibling Priority 2. FRL Status 3.Child of Staff/Board
Christel House Academy-South	Charter	K-8	1. Sibling Priority 2. FRL Status 3.Child of Staff/Board
Christel House High School	Charter	9-12	1. Sibling Priority 2. FRL Status 3.Child of Staff/Board
Circle City Preparatory Charter School	Charter	K-5	1. Sibling Priority
Cold Spring School	IPS Innovation	K-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Crispus Attucks High School[2] -Health Sciences Academy -Computer Sciences Academy	IPS Choice	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Edison School of the Arts School 47	IPS Innovation	K-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Emma Donnan Elementary and Middle School	IPS Innovation	K-8	1. Neighborhood (Guarantee) 2. Sibling Priority 3. Child of Staff
Enlace Academy	IPS Innovation	K-8	1. Sibling Priority 2. Affiliated Pre-K Program
Ernie Pyle School 90	IPS Choice	K-6	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority

[2]Each 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 23-24	Enrollment Priorities
Francis W Parker School 56-Montessori	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
GEO Next Generation High School	Charter	9-12	1. Sibling Priority 2. Children of Staff/Board Member
George Washington Carver Montessori School 87	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
George Washington High School[3] -Advanced Manufacturing Academy -Business & Finance Academy -Information Technology Academy	IPS Choice	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Global Prep @ Riverside 44	IPS Innovation	K-8	1. Sibling Priority 2. Affiliated Pre-K Program 3. Children of Staff/Board Member
Harshman Magnet Middle School -STEM -Spanish Immersion -World Languages	IPS Choice	7-8	1. In-District Priority 2. Sibling Priority 3. Proximity Priority 4. Loyal Applicant Priority 5. IPS Employee Priority
Herron High School	IPS Innovation	9-12	1. Sibling Priority 2. Children of Staff/Board Member 3. Proximity Priority
Herron Preparatory School	Charter	K-4	1. Sibling Priority 2. Children of Staff/Board Member
Herron Riverside High School	Charter	9-12	1. Sibling Priority 2. Children of Staff/Board Member 3. Proximity Priority
Him By Her Collegiate School For The Arts	Charter	K-6	1. Sibling Priority
Indiana Math & Science Academy - North	Charter	K-12	1. Sibling Priority 2. Children of Staff/Board Member

[3]Each 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 23-24	Enrollment Priorities
Indiana Math & Science Academy- West	Charter	K-8	1. Sibling Priority 2. Children of Staff/Board Member
Indianapolis Metropolitan High School	Charter	9-12	1. Sibling Priority
Indy STEAM Academy	Charter	K-7	1. Sibling Priority 2. Children of Staff/Board Member
Invent Learning Hub	Charter	K-8	1. Children of Staff/Board Member 2. Sibling Priority
IPS/Butler University Laboratory School 55	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority (Butler University Employees will receive an IPS Employee priority)
IPS/Butler University Laboratory School 60	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority (Butler University Employees will receive an IPS Employee priority)
Irvington Community Elementary School	Charter	K-5	1. Sibling Priority 2. Children of Staff/Board Member
Irvington Community Middle School	Charter	6-8	1. Sibling Priority 2. Children of Staff/Board Member
Irvington Preparatory Academy	Charter	9-12	1. Sibling Priority 2. Children of Staff/Board Member
KIPP Indy College Prep Middle	IPS Innovation	6-8	1. Sibling Priority 2. Proximity Priority
KIPP Indy Legacy High	IPS Innovation	9-12	1. Sibling Priority 2. Proximity Priority
KIPP Indy Unite Elementary	IPS Innovation	K-5	1. Sibling Priority 2. Proximity Priority
Liberty Grove Schools @ Elder W. Diggs School 42	IPS Innovation	K-6	1. Sibling Priority 2. Children of Staff/Board Member

School Name	School Type	Grade Levels 23-24	Enrollment Priorities
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
Matchbook Learning at Wendell Phillips School 63	IPS Innovation	K-8	1. Siblings 2. Children of Staff/Board Member
Monarca Academy	Charter	6, 7	TBD
Paramount School of Excellence - Brookside	Charter	K-8	1. Sibling Priority 2. Children of Staff/Board Member
Paramount School of Excellence – Cottage Home	Charter	K-5	1. Sibling Priority 2. Children of Staff/Board Member
Paramount School of Excellence – Englewood	Charter	5-8	1. Sibling Priority 2. Children of Staff/Board Member
Phalen Leadership Academy at Francis Scott Key 103	IPS Innovation	K-6	1. In-District Priority 2. Sibling Priority
Phalen Leadership Academy at George H Fisher School 93	IPS Innovation	K-6	1. In-District Priority 2. Sibling Priority
Phalen Leadership Academy at Louis B Russel School 48	IPS Innovation	K-6	1. In-District Priority 2. Sibling Priority
pilotED Schools: Bethel Park	IPS Innovation	K-5	1. Children of Staff/Board Member 2. Sibling Priority
Promise Prep	Charter	K-3	1. Sibling Priority
Purdue Polytechnic Indianapolis High School - Englewood	IPS Innovation	9-12	1. Sibling Priority 2. In-District Priority
Purdue Polytechnic Indianapolis High School - North	Charter	9-12	1. Sibling Priority 2. In-District Priority
Rooted School at Eastern Star Church	Charter	7-12	1. Sibling Priority 2. Children of Staff/Board Member
Rousseau McClellan School 91-Montessori	IPS Choice	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone Priority 4. Proximity Priority 5. Loyal Applicant Priority 6. IPS Employee Priority
Sankofa at Arlington Woods School 99	IPS Innovation	K-6	N/A
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

School Name	School Type	Grade Levels 23-24	Enrollment Priorities
Southeast Neighborhood School of Excellence (SENSE)	Charter	K-8	1. Sibling Priority 2. Children of Staff/Board Member
Shortridge High School[4] -International Baccalaureate Diploma Programme -International Baccalaureate Career Programme	IPS Choice	9-12	1. In-District Priority 2. Sibling Priority 3. 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
The Genius School	Charter	K-6	1. Siblings 2. Child of Staff/Board
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
Thrival Academy Indy	IPS Innovation	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Tindley Genesis Academy	Charter	K-6	1. Sibling Priority 2. Children of Staff/Board Member
Tindley Summit Academy	Charter	K-6	1. Sibling Priority 2. Children of Staff/Board Member
URBAN ACT Academy at Washington Irving School 14	IPS Innovation	K-8	1. Sibling Priority 2. Children of Staff/Board Member
Vanguard Collegiate	Charter	5-8	1. Siblings 2. Child of Staff/Board
Victory College Preparatory Academy	Charter	K-12	1. Sibling Priority 2. Children of Staff/Board Member
Vision Academy	Charter	K-8	1. Sibling Priority 2. Children of Staff/Board Member

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[4]Each IPS High School facility has multiple choice programs. Applicants must apply to each program they are interested in separately. The same is true for Harshman Middle School.

APPENDIX 3: Enrollment Target Setting Timeline

Date	Responsible	Deliverable (s)
12/16/2022	Enroll Indy	Enroll Indy will provide each school/network with data from the past five enrollment cycles including conversion rates, total matches by round, and late enrollment data Enroll Indy will send a template for target setting that schools must use to submit targets Enroll Indy will provide a projection tool that schools can use to inform their targets
1/9/2023	School/Network	Schools will set preliminary grade-level Capacity Targets for the 2023-2024 school year. See definitions section If Capacity targets are not submitted, Enroll Indy will use publicly available charter enrollment capacity
1/13/2023	Enroll Indy	Enroll Indy will send each school/network suggested match targets based on Capacity targets and historical attrition rates
1/25/2023	School/Network	Schools must submit Round 1 Match (over-enrollment) targets by 5:00 PM on 1/25 in conjunction with the close of the round Schools have autonomy to set their targets by grade level If a school/network has not submitted targets by 1/25 at 5:00 pm, Enroll Indy will use our suggested targets for the lottery
4/10/2023	School/Network	Schools can submit final amended Capacity Targets for approval. These amendments should be in line with your district or authorizer's policies
4/20/2023	School/Network	Schools set final Round 2 Match targets
5/11/2023	School/Network	Round 2 results are released, and schools must set their First Day of School Target
School to decide	Enroll Indy	When schools are ready to drop their Active Targets to Charter Capacity targets, the school simply needs to email Enroll Indy. Typically, schools will drop to their Charter Capacity targets a week or two after school starts in August

Note: For Innovation Neighborhood schools, this target setting timeline would apply to the Out-of-Boundary seats that are set through the OneMatch rounds and over the summer.