



ENROLLINDY

ENROLLMENT POLICIES AND PROCEDURES FOR SCHOOL ADMINISTRATORS

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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 binding 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.

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 entirely web based and is available on any internet-connected device. **Paper applications are not available.** If a family is given a paper application to enroll, the school is operating outside the agreement signed by the Memorandum of Understanding.

OneMatch includes two application windows in which families can participate when applying for the 2024-25 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.

By having only one match per student, schools can be assured that their rosters are not in conflict with other center township school rosters. This makes program planning and staffing more predictable for schools.

Enrollment Rounds and Results Timeline

The OneMatch process consists of two lottery rounds. The application timeline is as follows:

	Begins	Deadline	Results Released
Round One	November 1, 2023	January 24, 2024	February 22, 2024
Round Two	January 25, 2024	April 19, 2024	May 16, 2024

Note: For families who did not participate in the lottery or who did not get their desired seat, the late enrollment portal opens on June 5, 2024. Seats are available on a first come, first serve basis during late enrollment.

OneMatch Application Lottery

When there are more applications than there are available seats in a program, a lottery determines 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.
3. The student's random lottery number.

At the conclusion of the application window, Enroll Indy runs the matching algorithm that optimizes matches based on the factors above. This system is also known as "The Single Best Offer" system. (See next paragraph for details.) Once the lottery results have been evaluated for accuracy, the results are 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 receives one school match per their participation in a round of the lottery. A student cannot have multiple seat offers at a single time. Additionally, there are no waitlists in the Enroll Indy system. Families who did not receive their first choice, or who do not wish to accept their seat at their matched school, may apply again in a later round to try again for a more desired seat.

Family Match

If a family is applying for more than one student, they have the ability to opt-in to the Family Match. The purpose of Family Match is to try to keep families together in one school. Below is a list of rules applicable to Family Match:

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

Revoking Seats

Enroll Indy validates all application inputs (address, student's date of birth, etc.) and enrollment priorities (geographic, siblings etc.). If any information on the application is proven to be false, Enroll Indy reserves the right to revoke the student's seat. All families should review the application before submitting to assure the correct grade level for the application year is correct. Accidentally applying for the incorrect grade may result in a student not receiving a seat or having a seat revoked if space is not available in the correct grade level.

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. No changes are allowed after the application window closes.

Important note: *If a student participates in the second round of the lottery and matches to a new school, they automatically lose their round 1 seat.*

Who Must Complete a OneMatch Application?

- All students new to school in Indianapolis, including incoming pre-K students and Kindergarteners who wish to attend an Enroll Indy participating 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 Brookside, which does not have a high school program.
- All students who wish to attend a different participating school in 2024-25 than they are attending in 2023-24.
 - 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 who wish to remain at their current school.
 - Example: The parent of a 2nd grader who wishes to keep their student at their current school for 3rd grade does not need to reapply.
- Students who wish to attend a non-IPS district school, private schools, or any other non-participating school.
 - Example: An 8th grader who plans to go to Cathedral High School or Warren 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 continue on as a 9th grader at Irvington Preparatory Academy.

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 Definitions

Round 1 Match Target

The number of seats that will be offered for each specific grade during Round 1 of OneMatch. This target should be much higher than your ADM Target in order to account for attrition. These targets are the highest numbers allowed throughout the upcoming academic year. For example, if a school sets a 9th grade target at 100 for the 2024-25 school year, that school can lower that number in subsequent rounds and in late enrollment to get closer to your first day target but may never increase the number to assure equity for all students.

Round 2 Match Target

The number of seats that will be offered for each specific grade during Round 2 of the lottery. You do not have to lower your target for round 2 if you still have open seats. If you filled in Round 1, this number should be lower than or equal to 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. This number is generally higher than the number wanted for count day to account for no-shows. Schools can adjust this target down over the course of the summer and first month of school.

Capacity

This is your programmatic capacity for each grade and the number of students you want to be funded for on the State's 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 the 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. At any point, the school can request to drop this target but should not go below capacity numbers set with your authorizer.

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 at any grade. 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 who is receiving McKinney-Vento services
- A student's expulsion timeline has been completed, and the student wants to return to their school with permission from the school
- A student who was out of the classroom due to a medical issue

Match Targets Deadlines

Schools must submit their match targets for Round 1 by January 24, 2024. If match targets are not received by January 24, Enroll Indy reserves the right to use the numbers from the match target review and planning data sent to the school in the fall of 2023. For Round 2, match targets must be set by April 19. If round 2 match targets are not submitted by April 19, Enroll Indy will use the schools Round 1 target for Round 2.

Other OneMatch Policies and Definitions

Application 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 who have applied.

Attrition without Waitlists

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.

Enroll Indy asks that schools not use the word “waitlist” as this is confusing to families and has caused contention between families and schools, especially in the summer when rosters are not integrated. Instead you may choose to call it a courtesy list or an interest list. Schools are encouraged to create relationships and keep in contact with interested families throughout the enrollment cycle.

Claiming Seats and Registration

Schools must provide the “next steps” language in their school’s profile in Salesforce. When a family logs in to view match results, they will be informed of the next steps for their matched school which should include your school’s registration process.

Registration is not handled through Enroll Indy. Schools are responsible for following state and federal legal requirements for registering their students. Families 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 24, 2024.

Discharge Policy after 30 Days During Lottery Rounds

Families who receive a match during a OneMatch lottery round are instructed to complete their “next steps” within 30 days of receiving the match. During that period, schools are also expected to document all attempts to contact 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 in writing 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.

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.

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.

Kindergarten Cutoff Dates

Students who turn 5 years old on or before August 1, 2024 are eligible to enter kindergarten. For students who turn 5 between August 2nd and October 1st, 2024, 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. These cut-offs will be reflected in each school's School Finder profile.

Pre-K Eligibility - IPS

Students who turn 4 years old on or before August 1, 2024 are eligible to enter PreK for the 2024-2025 school year. IPS PreK will ask families to apply for an On My Way PreK voucher. Students who turn 5 prior to August 1st must enroll in Kindergarten.

NEW FOR 2024-25

Students who receive an IPS PreK seat for the 2024-25 school year are automatically guaranteed a seat in that school for all subsequent years as long as they do not apply out to another school. If a family wishes to attend a different school for kindergarten, they will need to participate in OneMatch. Additionally, families applying for a PreK seat will receive the same priorities as K-8 IPS students.

Priority Setting

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.

Roster Viewing 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 and should check for any discrepancies. As soon as the results are public to both schools and students, schools can begin contacting their matched students.

Late and Mid-Year Enrollment

It is crucial for schools to clean their rosters and reconcile them with Enroll Indy's roster throughout the summer to ensure all discharged students – those who have withdrawn

or are who did not claim their seats during the lottery cycles – are not holding seats. If students are not discharged, those seats are not showing as open, therefore they cannot be claimed by potential students interested in your school.

Late Enrollment Portal (Open June 5-August 23rd, 2024)

Enroll Indy will no longer use the Open Seat Report on the website as this is not a real-time document. All open seats will continue to be available 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-served basis. Families can access open seats via the Late Enrollment Portal, by calling Enroll Indy's hotline, or having a charter school create or transfer their student record directly in Salesforce.

Schools enrolling new students during this time must do so in the Enroll Indy Salesforce portal prior to entering the student in their Student Information System. This ensures that your seat availability is always accurate.

IPS pre-K programs, K-8 schools with special eligibility requirements, 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 to these schools:

- All IPS Pre-K Programs
- Hope Academy
- Sidener and Harshman High Ability School
- Theodore Potter and Harshman Dual Language School: Grades 3-8
- All High Schools: Grade 12
- IPS High Schools: Grades 10, 11, 12

Filling Empty Seats during Late and Mid-Year Enrollment

Enroll Indy will serve as a central database of seats after the Late Enrollment Portal closes. Enroll Indy will offer any open seat to families seeking a school. If you have added a student to your Student Information System but have not put them into the Enroll Indy system via your Salesforce account, there is a chance your school may be overbooking seats. Open seats are determined in the database when a school's Active Student Count (the actual number of students that we show on your roster) is less than the Active Target (the latest number of students you have set for each grade level) in our system. All available seats will be offered on a first-come, first-served basis during Late and Ongoing Enrollment.

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. Again, 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; e.g. PowerSchool), and Salesforce (Enroll Indy's enrollment management system). The integration will run and reconcile rosters each night. 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.* Enroll Indy can 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.

* 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 and are required to backfill year-round to their charter capacities. Charters are not authorized to drop their targets below charter capacities, there are **no exceptions** to this policy. District policy is governed by school board policy. Enroll Indy is responsible for abiding by charter and district policy.

Miscellaneous Policies

Expulsions

Enroll Indy does not maintain or enforce expulsion policies. If you receive an Enroll Indy email that a student has been added to your roster, it is up to the schools to obtain student records, including discipline reports. Should you discover that a student is currently serving an expulsion, and is not eligible to enroll in your school until the expulsion has been lifted, you may notify us to remove the student from your roster. If a student has enrolled who was not expelled, and has withdrawn to avoid expulsion from another school, we recommend that you ask the former school to document the incident and work with the authorizer or LEA to resolve any issues.

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 will invoice you for the license on an annual basis. Additional licenses are \$100 annually.

Salesforce Multi-Factor Authentication and Security

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 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.

In addition to MFA, each school’s MOU contains detailed information on further security measures required to safeguard student and Enroll Indy data. Each school is responsible for taking the steps outlined in the MOU.

SchoolFinder Content

The SchoolFinder is a free service offered by Enroll Indy to help build awareness of each school, allowing families to gather important information as they consider their school choices. Schools have access to update the majority of content on their school finder profiles. All SchoolFinder content is located in Salesforce and should be updated regularly with accurate information in line with their school’s offerings.

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. 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.

See the list below for more details:

- 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 Legacy Priority (Charter/Innovation High Schools Only)

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	IPS is moving to four enrollment zones in the 2024-25 school year. An interactive zone map can be referenced here and a boundary map can be referenced here . Students who apply to a school within their enrollment zone will receive priority to this school. ¹

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. Please note the following details:

- 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.
- 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.
 - If the current sibling would have attended the school, prior to the Rebuilding Stronger grade configuration, sibling priority is still in effect for the 2024-25 school year.

Child of IPS Employee

Children of an IPS employee will receive priority to IPS choice schools. This includes

¹ At the middle school level, some schools such as high ability, dual language, STEM, visual and performing arts and others are accessible across multiple zones.

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.

Impacted by Rebuilding Stronger Changes

Students who attend a current school that is projected to end instruction, merge with another school, or add a new program will have the opportunity to receive an additional lottery priority to in-zone schools with transportation.

Pipeline Guarantee

Due to the grade reconfigurations occurring from Rebuilding Stronger, IPS will ensure that all students in IPS K-5 programs receive a seat in 6-8 in-zone programs.

Appendix 2: 2024-25 Participating Schools and Priorities

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
ACE Preparatory Academy	Charter		K-5	1. Sibling Priority 2. Children of Staff/Board Member
Adelante at Emma Donnan School 72	IPS	4	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Allegiant Preparatory Academy	Charter		K-5	1. Sibling Priority 2. Children of Staff/Board Member
Andrew J Brown Academy	Charter		K-8	1. Sibling Priority
Anna Brochhausen School 88 A STEM School	IPS	3	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Arlington Middle School A STEM School	IPS	2,3	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Arsenal Technical High School -Law and Public Safety Academy -Media Arts and Design Academy -Skilled Trades and Human Services Academy -STEM Academy -Teaching, Leading, and Learning Academy	IPS	1,2,3,4	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	Charter		5-8	1. Sibling Priority 2. Children of Staff/Board Member

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Believe Circle City High School	Charter		9-12	1. Sibling Priority 2. Children of Staff/Board Member
Benjamin Harrison School 2 Center for Inquiry, an IB World School	IPS	3	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Broad Ripple Middle School An IB World School	IPS	2	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Brookside School 54 An Exploratory School	IPS	3	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Carl Wilde School 79 Center for Inquiry, an IB World School	IPS	1	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Charity Dye School 27 Center for Inquiry, an IB World School	IPS	3	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Charles Warren Fairbanks School 105 An Exploratory School	IPS	2	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Christian Park School 82 An Exploratory School	IPS	4	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Christel House Academy South	Charter		K-8	1. Sibling Priority 2. FRL Status 3. Child of Staff/Board 4. Affiliated PK (guarantee)
Christel House Academy West	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-8	1. Sibling Priority 2. Children of Staff/Board Member
Clarence Farrington School 61 An Exploratory School	IPS	1	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Cold Spring School	IPS	1,2	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Crispus Attucks High School -Health Sciences Academy -Computer Sciences Academy	IPS	1,2,3,4	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Daniel Webster School 46 An Exploratory School	IPS	4	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Edison School of the Arts School 47	IPS	3,4	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Eleanor Skillen School 34	IPS	4	PK-5	1. In-District Priority 2. Sibling Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
A Montessori School				3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Eliza Baker School 55 A Butler Lab School	IPS	2,3	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority (Butler University Employees will receive an IPS Employee priority)
Enlace Academy	Charter		K-8	1. Children of Staff/Board Member 2. Sibling Priority 3. Affiliated Pre-K Program
Ernie Pyle School 90 A Paideia School	IPS	1	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Frederick Douglass School 19 An Exploratory School	IPS	4	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
The Genius School	Charter		K-6	1. Sibling Priority 2. Child of Staff/Board
GEO Next Generation Academy - Indianapolis	Charter		7-12	1. Sibling Priority 2. Children of Staff/Board Member
George and Veronica Phalen Leadership Academy	Charter		K-8	TBD
George Washington Carver School 87 A Montessori School	IPS	1	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
George Washington High School -Advanced Manufacturing Academy -Business & Finance Academy -Information Technology Academy	IPS	1,2,3,4	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
George W. Julian School 57 Center for Inquiry, an IB World School	IPS	4	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Girls IN STEM Academy	Charter		K-6	<i>*Ongoing enrollment</i>
Global Preparatory Academy at Riverside School 44	IPS	1,2	PK-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Herron High School	Charter		9-12	1. Sibling Priority 2. Children of Staff/Board Member 3. Proximity Priority
Herron Preparatory School	Charter		K-6	1. Sibling Priority 2. Children of Staff/Board Member 3. Proximity Priority
Herron-Riverside High School	Charter		9-12	1. Sibling Priority 2. Children of Staff/Board Member 3. Proximity Priority
H. L. Harshman Middle School A High Ability and Dual Language School	IPS	High Ability-1,2,3,4 Dual Language-3,4	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
H. W. Longfellow Middle School An IB World School	IPS	3	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
				5. IPS Employee Priority
Indiana Math & Science Academy - North	Charter		K-12	1. Sibling Priority 2. Children of Staff/Board Member
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-8	1. Children of Staff/Board Member 2. Sibling Priority
Invent Learning Hub	Charter		K-8	1. Children of Staff/Board Member 2. Sibling Priority
Irvington Community Elementary School	Charter		K-5	1. Sibling Priority 2. Children of Staff/Board Member 3. Affiliated PK
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
James A. Garfield School 31 A STEM School	IPS	4	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
James Russell Lowell School 51 A Montessori School	IPS	3	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
James Whitcomb Riley School 43 A Visual and Performing Arts School	IPS	1,2	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Jonathan Jennings School 109 An Exploratory School	IPS	1	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Joseph J. Bingham School 84 Center for Inquiry, an IB World School	IPS	2	K-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
KIPP Indy College Prep Middle	Charter	2,3	6-8	1. Sibling Priority 2. Proximity Priority
KIPP Indy Legacy High	Charter		9-12	1. Sibling Priority 2. Proximity Priority
KIPP Indy Unite Elementary	Charter	2,3	K-5	1. Sibling Priority 2. Proximity Priority
Lew Wallace School 107 An Exploratory School	IPS	1	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Liberty Grove Schools at Elder W. Diggs School 42	IPS	1	K-6	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Mary Nicholson School 70 Center for Inquiry, an IB World School	IPS	2	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Matchbook Learning at Wendell Phillips School 63	IPS	1	K-9	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Meredith Nicholson School 96 An Exploratory School	IPS	1	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Merle Sidener Academy 59 A High Ability School	IPS	1,2,3,4	1-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Monarca Academy	Charter		6-8	1. Sibling Priority 2. Children of Staff/Board Member
Northwest Middle School An IB World School	IPS	1	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Paramount Brookside	Charter		K-8	1. Sibling Priority 2. Children of Staff/Board Member
Paramount Cottage Home	Charter		K-5	1. Sibling Priority 2. Children of Staff/Board Member
Paramount Englewood	Charter		5-8	1. Sibling Priority 2. Children of Staff/Board Member
Paramount Online Academy	Charter		K-8	<i>*Ongoing enrollment</i>
The Path School at Stephen Foster School 67	IPS	1	PK-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Phalen Leadership Academy at Francis Scott Key 103	IPS	2	K-6	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Phalen Leadership Academy at George H Fisher School 93	IPS	2	K-6	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Phalen Leadership Academy at Louis B Russell School 48	IPS	2	PK-6	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
pilotED Schools: Bethel Park	Charter		K-6	1. Children of Staff/Board Member 2. Sibling Priority
Promise Prep	Charter		K-4	1. Sibling Priority
Purdue Polytechnic Indianapolis High School - Englewood	Charter		9-12	1. In-District Priority 2. Sibling Priority 3. Children of Staff/ Board Member
Purdue Polytechnic Indianapolis High School - North	Charter		9-12	1. Sibling Priority 2. Children of Staff/ Board Member
Ralph Waldo Emerson School 58 An Exploratory School	IPS	4	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Robert Lee Frost School 106 A STEM School	IPS	2	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Rooted School at Eastern Star Church	Charter		7-12	1. Sibling Priority 2. Children of Staff/Board Member
Rousseau McClellan School 91 A Montessori School	IPS	2	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Sankofa School of Success at Arlington Woods School 99	IPS	3	PK-6	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Shortridge High School -International Baccalaureate Diploma Programme -International Baccalaureate Career Programme	IPS	1,2,3,4	9-12	1. In-District Priority 2. Sibling Priority 3. IPS Employee Priority
Southeast Neighborhood School of Excellence (SENSE)	Charter		K-8	1. Sibling Priority 2. Children of Staff/Board Member
Theodore Potter School 74 A Dual Language School	IPS	3,4	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Thomas Carr Howe Middle School An IB World School	IPS	4	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Thomas Gregg Neighborhood School 15	IPS	3	K-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Charles A Tindley Accelerated School	Charter		7-12	1. Sibling Priority 2. Children of Staff/Board Member
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

School Name	School Type	IPS Transportation Zone(s)	24-25 Grade Levels	Enrollment Priorities
Washington Irving Neighborhood School 14	IPS	3	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
William Bell School 60 A Butler Lab School	IPS	1,4	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority (Butler University Employees will receive an IPS Employee priority)
William McKinley School 39 An Exploratory School	IPS	4	PK-5	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
William Penn Middle School A STEM School	IPS	1,4	6-8	1. In-District Priority 2. Sibling Priority 3. In-Zone 4. Impacted by Rebuilding Stronger Changes 5. IPS Employee Priority
Victory College Preparatory	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

Appendix 3: Enrollment Target Setting Timeline

Date	Responsible	Deliverable (s)
12/15/2023	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
1/8/2024	School/Network	Schools will set preliminary grade-level Capacity Targets for the 2024-2025 school year. See definitions section If Capacity targets are not submitted, Enroll Indy will use publicly available charter enrollment capacity
1/12/2024	Enroll Indy	Enroll Indy will send each school/network suggested match targets based on Capacity targets and historical attrition rates
1/24/2024	School/Network	Schools must submit Round 1 Match (over-enrollment) targets by 5:00 PM on 1/24 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 1/24 at 5:00 pm, Enroll Indy will use our suggested targets for the lottery
4/10/2024	School/Network	Schools can submit final amended Capacity Targets for approval. These amendments should be in line with your district or authorizer's policies
4/19/2024	School/Network	Schools set final Round 2 Match targets by 5:00 PM on 4/19 in conjunction with the close of the round If a school/network has not submitted targets by 4/19 at 5:00 pm, Enroll Indy will use Round 1 targets
5/16/2024	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