



Kenilworth Public Schools

www.kenilworthschools.com
426 Boulevard
Kenilworth, New Jersey 07033
908-276-5936

Interdistrict Public School Choice Program 2018-2019 School Year Application Instructions

Thank you for your interest in the Kenilworth School District. Enclosed in this application packet are the following items:

- Application for Enrollment
- Notice of Intent to Participate
- Application Timeline

Application for Enrollment should be completed by you and submitted to the Kenilworth School District at the address posted at the bottom of this form. You must complete all three (3) pages and sign the application form. Incomplete applications will NOT be accepted.

Notice of Intent to Participate should be completed by you and submitted to your district's board of education office. It is our recommendation that you request a date stamped copy for your files as proof that you submitted this form and attach a copy to the application.

Your district's board of education office may notify you in writing of their approval for your child to participate in the Choice program. If you should receive this letter, please submit a copy of the letter with the application.

Application Timeline indicates the dates that various forms must be completed and submitted. These deadlines are not flexible. If you miss the date of submission for any form, you will not be permitted to participate in the testing or lottery selection process.

Applications must be submitted by **December 1, 2017** to:

**Lisa Casamento
Kenilworth School District
426 Boulevard
Kenilworth, NJ 07033**

Please contact Lisa Casamento at (908) 276-1644, Ext. 1513 with any questions.

Kenilworth School District
426 Boulevard, Kenilworth NJ 07033

Interdistrict Public School Choice Application for
Enrollment in a Choice District
2018-2019 School Year

For Office Use Only
On time application ____ Late application ____
Grade Applied For: _____
<i>Enrollment Preferences granted:</i>
____ Sibling(s) in Choice District
(Sibling Grade in 2018-2019: _____)
Lottery # (if applicable): _____

To be completed by the parent or legal guardian:

Student Information

Name of student applicant: _____

Student address: _____

City: _____ County: _____ Zip: _____

Home phone number: _____ Parent's work phone: _____

Parent's email: _____

Current School Information (2017-18)

Student's grade level for the 2017-2018 school year: _____

Student's district of residence: _____

School currently attending: _____

- Is this the student's resident public school (includes charter schools)? Yes ____ No ____
- If yes, answer the following questions:
 - Has the student been enrolled since the start of the 2017-2018 school year? Yes ____ No ____
 - If the student moved during the school year and *attended the resident public school of his/her old district of residence*, provide:
 - » Name of previous district of residence: _____
 - » Name of previous school attended: _____
 - » Date moved from previous school: _____
 - » Date enrolled in current school: _____

Application Information

Grade level to which the student is applying for admission for the 2018-2019 school year: _____

Has the student been referred or is in the process of being referred for special education services? Yes ____ No ____

If yes, attach any documentation, i.e. IEP (Special Education Plan) or 504 Plan (Accomodation Plan)

NOTE: If the student is deemed eligible for services prior to the start of the following school year and the district cannot implement the IEP, acceptance into the program could be revoked.

Does the student have a sibling enrolled in this choice district? Yes ____ No ____

Sibling's name: _____ Sibling's grade in 2018-19: _____

Students interested in applying to the Kenilworth Scholars' Academy through the Choice option must complete the additional and separate application form for the Kenilworth Scholars' Academy and provide copies of the student's report card and test scores from the previous school year. Students will also need to complete the required entrance exam for the Kenilworth Scholars' Academy and will be notified of the date of the entrance exam.

Kenilworth School District, 426 Boulevard, Kenilworth, NJ 07033
Interdistrict Public School Choice Application for Enrollment in a Choice District
2018-2019 School Year

Student Enrollment Policies

Tier 1 students are students who are enrolled in a NJ public school in their resident school district during the time of application and for the entire year (2017-18) immediately preceding enrollment in a choice district. If a student moved during the school year and attended the resident public school of his/her old district of residence, he/she is also considered Tier 1. Choice districts must first fill their available seats with Tier 1 students. If the number of Tier 1 applications exceeds the number of choice seats available, the choice district must hold a lottery to randomly select students. Charter school students are considered to be Tier 1. To qualify as Tier 1 for kindergarten, a student must be attending a state-funded preschool in his or her resident district or a student resides in a district that does not offer a state-funded preschool program or a student has a sibling currently attending the choice district. Most students applying for kindergarten are in Tier 1.

Tier 2 students include NJ residents who have not attended their resident public school for the entire year immediately prior to enrollment in the desired choice district and do not otherwise meet the requirements for Tier 1. This would include students who have been attending public school outside their districts of residence or private school.

Choice districts are not obligated to accept Tier 2 students. If a choice district accepts Tier 2 applicants, they may do so only after all of the qualified Tier 1 applicants have been accepted. If the number of Tier 2 applications exceeds the number of choice seats available, the choice district must hold a Tier 2 lottery to select students.

Enrollment preference may be given to students in the following circumstances: 1) applicants with siblings enrolled in the choice district; 2) applicants who will have completed the terminal grade of a sending choice district (i.e., students who attend a choice district with grades that terminate before 12th grade and with a natural progression to the desired choice district); and 3) resident students of the choice district who move during the school year but before the application deadline and want to remain in the choice district the following year. Your student’s enrollment preference status will be determined from the information you provide in this application.

The Kenilworth School District has adopted the following policies regarding student enrollment:

District Choice Policies	Does Policy Apply?
a. The district accepts Tier 2 students.	No
b. The district gives enrollment preference to students who have a sibling currently attending the choice district, provided they will enroll in a choice-approved grade/program and they meet any program-specific criteria.	Yes
c. The district gives enrollment preference to choice students who have completed the terminal grade of the sending district (i.e., students who attend a choice district with grades that terminate before 12th grade and with a natural progression to this choice district), provided they will enroll in a choice-approved grade/program and they meet any program-specific criteria..	No
d. The district gives enrollment preference to resident students who move <u>before the application deadline</u> . If resident students move and file choice applications for the following year prior to the deadline, the district will give them enrollment preference (i.e., accept them ahead of other applicants, but after the enrollment preference students described in b. and c. above), PROVIDED that there are choice seats available in the choice-approved grades/ programs and the students meet any program-specific criteria. <i>If the district has already reached its approved choice enrollment maximum, this preference will not apply.</i>	No
e. The district gives special consideration to resident students who move <u>after</u> the application deadline. Students in this situation may apply as late applicants and be added to the <i>front of the district’s waitlist</i> , PROVIDED the students will enroll in a choice-approved grade/program and they meet any program-specific criteria. No additional choice seats above the approved maximum will be approved by the NJDOE to accommodate these students.	No

To be completed by the parent or legal guardian:

Student's Name _____ 2017-2018 Gr. Level _____
Address _____

Name of the school your child is currently attending:

Student's Date of Birth: _____

Student's NJ State ID #: _____ Found on State Test Results (PARCC)

Does student have an IEP? ___ Yes ___ No If yes, please attach a current copy.
Does student have a 504? ___ Yes ___ No If yes, please attach a current copy.
If your child has an IEP or 504 Plan, their acceptance into the program will be on a conditional basis, contingent upon our ability to meet their special needs.

If any information on this application is proven to be falsified, the student's admission to the Choice Program could be revoked.
By my signature I certify that I am applying for my student's admission to the Choice district for academic reasons only and not for athletic or extracurricular reasons and that all of the information I have provided is accurate. If my student has a current IEP or 504 Plan, I hereby give permission to the Child Study Team of this choice district to release and/or obtain information on behalf of my student. I further understand that if my student is eligible for transportation (within 20 miles from home to school) and the cost will exceed \$1,000, I will be given \$1,000 as aid in lieu of transportation and, in some cases, the option of receiving the transportation and paying the additional amount over \$1,000.

Signature of parent or guardian: _____
Printed name of parent or guardian: _____
Date: _____

The Application is due to the Choice District by December 1, 2017

**Kenilworth Board of Education
Attn: Lisa Casamento
426 Boulevard
Kenilworth, NJ 07033**

**Applications received after the deadline will be considered for enrollment only after those who applied before the deadline.*

**Notice of Intent to Participate
in the Interdistrict Public School Choice Program
in the 2018-2019 School Year**

Date: _____

To: The Superintendent/Chief School Administrator of _____
(Student's Resident District)

As Parent/Legal Guardian of the student named below, I am submitting this written notification of my student's intent to enroll in the Interdistrict Public School Choice Program in September 2018. If my child is accepted into a choice program, my child's resident district will be notified of such by the choice district by Jan. 15, 2018, or when enrollment is confirmed. *This form requires no response from the resident district, but parents should request a signed and dated receipt for confirmation of submission.*

Notes to Resident District

The purpose of this form is to give the resident district advance notice of the student's intent to apply to a choice district for enrollment in 2018-19. (By law, a resident district must be informed if a student intends to participate in the choice program.)

Subsequently, if the student is accepted into a choice program, the resident district must be notified by January 15, 2018 by the choice district of the choice students who will be enrolling in the 2018-2019 school year. There may be cases when the choice district accepts late choice student applications. In these cases, the resident district will be notified as soon as the choice student confirms enrollment.

Transportation of choice students will be the responsibility of the *resident district*, provided the student meets the eligibility requirements of state law and the choice district school is within 20 miles of the student's residence. For more information, read the [Transportation Procedures](#) for choice students.

Notes to Parents Regarding Transportation

Transportation of choice students is not guaranteed. Your student must meet the eligibility requirements: the school must be within 20 miles of your student's residence. If the cost of transportation will exceed \$1000, the parent/guardian will be given \$1000 as aid in lieu of transportation and, in some cases, the option of paying the additional amount over \$1000 to receive the transportation. By Aug. 1, 2018, parents should receive notification of their transportation options from the resident district. For more information, read the [Transportation Procedures](#) for choice students.

Student's Name: _____

Student's Home Address: _____

Current School: _____ **Current grade:** _____

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Contact Number: _____

**Student Application Timeline for Choice Districts
For Enrollment in the 2018-2019 School Year**

Document Name/Process	From	Received by	Deadline
<u>Student Application</u>	Parent or Guardian	Choice District	12/1/2017
<u>Notice of Intent to Participate</u> (If registered in resident district public school or applicant is Tier 1)	Parent or Guardian	Resident District	12/1/2017
<u>Confirmation of Enrollment</u> for verification as Tier 1	Choice District	Resident District	12/6/2017
Resident District Verified Confirmation of Enrollment for verification as Tier 1	Resident District	Choice District	12/13/2017
Lottery held (if applicable; recommended dates)	Choice District	N/A	12/14/2017 thru 12/18/2017
<u>Notice of Conditional Acceptance, Rejection, or Wait Listing</u>	Choice District	Parent or Guardian	12/20/2017
<u>Student's Notice of Intent to Enroll</u> in the Choice District	Parent or Guardian	Choice District	1/5/2018
Student's Notice of Intent to Enroll in the Choice District <i>District note: send copy of each student's Intent form to his/her resident district</i>	Choice District	Resident District	1/15/2018
SY2018-19 Enrollment Data NJDOE data collection	Choice District	Department of Education	1/22/2018
Transportation Requests	Choice District	Resident District	3/15/2018
Student Registration with Choice District	Parent or Guardian	Choice District	Determined by Choice District

Late applications

Districts may accept late applications after the **December 1, 2017** deadline, however, no new applicants can be enrolled above the district's approved maximum enrollment for FY2018. Late applicants can be considered for enrollment only *after* those who applied before the deadline.

If, after the NJDOE data submission deadline of Jan. 22, 2018, any accepted choice students decide to drop their acceptance, the district may replace them with students on the waitlist, including students who applied after the December 1st deadline - provided late applicants are considered *after* those who applied before the deadline.

After the FY2019 NJDOE enrollment data collection on January 22, 2018, no additional choice seats can be added, with the following exception: Districts that accept a student with a NJDOE-approved waiver of the application deadline may enroll the student at any time and *may exceed the district's approved enrollment maximum*. A student who is granted a waiver will be given priority over any waitlisted students. Parents can request a waiver form by emailing [the Choice Program Office](#).
