



Kenilworth Public Schools

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

Interdistrict Public School Choice Program 2019-2020 Application Instructions

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

1. Interdistrict Choice Application
2. Notice of Intent to Participate
3. Student Application Timeline
4. Scholars' Academy Application

1. ***Interdistrict Choice Application*** should be completed by you and submitted to the Kenilworth School District at the address listed at the bottom of this form. You must complete all three (3) pages and sign the application form. Incomplete applications will NOT be accepted.
2. ***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. If you should receive this letter, please submit a copy of the letter with the application.
3. ***Student 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.
4. ***Scholars' Academy Application*** should be completed for students meeting the academic requirements and submitted to the David Brearley Middle-High School at the address posted on the application. You must provide copies of the student's report card and PARCC test scores along with the completed application form. Students will also need to complete the entrance exam for the Kenilworth Scholars' Academy and will be notified of the test dates.

Applications must be submitted by **December 3, 2018** to:

**Lisa Casamento
Kenilworth School District
426 Boulevard
Kenilworth, NJ 07033
FAX: 908-709-7315**



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 2019-2020:	_____
Lottery # (if applicable):	_____

Interdistrict Public School Choice Application for Enrollment in a Choice District for 2019-2020 School Year

To be completed by the parent or legal guardian:

Student Information

Name of student applicant: _____

Student address: _____

City: _____ Zip: _____

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

Parent's email: _____

Current School Information (2018-19)

Student's grade level for the 2018-2019 school year: _____ Student's Date of Birth: _____

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 2018-2019 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 2019-2020 school year: _____

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

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

Does student have an IEP? ___ Yes ___ No If yes, please attach current copy of Individual Special Education Plan.

Does student have a 504? ___ Yes ___ No If yes, please attach current copy of the 504 Accommodation Plan.

NOTE: If, prior to the start of the enrollment year, the student receives an IEP that the choice district cannot implement, acceptance into the program could be revoked. Also, if a student has a current IEP or 504 Plan, their acceptance into the program will be on a conditional basis contingent upon the ability to meet his/her special needs.

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

Sibling's name: _____ Sibling's grade in 2019-20: _____

Students interested in applying to the Kenilworth Scholars' Academy through the Choice option must complete the additional Kenilworth Scholars' Academy application form and provide copies of the student's report card and PARCC test scores from the previous school year by December 3, 2018. Students will also need to complete the required entrance exam for the Kenilworth Scholars' Academy and will be notified of the test dates.

Kenilworth Public Schools

Interdistrict Public School Choice Application for Enrollment in a Choice District 2019-2020 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 (2018-19) 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, they meet any program-specific criteria, and the district has seats available in the desired grades.	No Unless sibling is currently enrolled prior 2019-20 SY
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, they meet any program-specific criteria and the district has seats available in the desired grades.	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

Kenilworth Public Schools
Interdistrict Public School Choice Application for Enrollment in a Choice District
2019-2020 School Year

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 understand that transportation of choice students is not guaranteed. If my student is eligible for transportation (within 20 miles from home to school) and the cost will exceed the maximum amount designated in the annual NJ State budget, the parent/guardian will be given aid in lieu of transportation and, in some cases, the option of receiving the transportation and paying the additional amount over the maximum. I will be notified by August 1 of my transportation options.

Signature of parent or guardian: _____

Printed name of parent or guardian: _____

Date: _____

Application is due to the Choice District by December 3, 2018

Att.: Lisa Casamento
Kenilworth School District
426 Boulevard
Kenilworth, NJ 07033
FAX: 908-709-7315



**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 2019-2020 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 2019. 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, 2019, 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 2019-20.

Subsequently, if the student is accepted into a choice program, the resident district must be notified by January 15, 2019 by the choice district of the choice students who will be enrolling in the 2019-2020 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 the maximum amount established in the Annual Appropriations Act, the parent/guardian will be given aid in lieu of transportation and, in some cases, the option of paying the additional amount over the maximum to receive the transportation. By Aug. 1, 2019, 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 2019-2020 School Year**

Document Name/Process	From	Received by	Deadline
<u>Student Application</u>	Parent or Guardian	Choice District	12/3/2018
<u>Notice of Intent to Participate</u> (If registered in resident district public school or applicant is Tier 1)	Parent or Guardian	Resident District	12/3/2018
District Data Entry To Calculate FY20 Choice Enrollment Maximum NJDOE data collection	Choice District	Department of Education	12/4-12/10/2018
<u>Confirmation of Enrollment</u> for verification as Tier 1	Choice District	Resident District	12/7/2018
Resident District Verified Confirmation of Enrollment for verification as Tier 1	Resident District	Choice District	12/14/2018
Lottery held (if applicable; recommended dates)	Choice District	N/A	12/14/2018 thru 12/19/2018
<u>Notice of Conditional Acceptance, Rejection, or Wait Listing</u>	Choice District	Parent or Guardian	12/21/2018
<u>Student's Notice of Intent to Enroll</u> in the Choice District	Parent or Guardian	Choice District	1/4/2019
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	1/15/2019
FY20 Choice Enrollment Data Submission NJDOE data collection	Choice District	Department of Education	1/22/2019
Transportation Requests	Choice District	Resident District	3/15/2019
Student Registration with Choice District	Parent or Guardian	Choice District	Determined by Choice District

Late applications

Districts may accept late applications after the **December 3, 2018** deadline, however, no new applicants can be enrolled above the district's approved maximum enrollment for FY2020. 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, 2019, 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 3 deadline - provided late applicants are considered *after* those who applied before the deadline.

After the FY2020 NJDOE enrollment data collection on January 22, 2019, 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](#).

Tier 1 and 2 Definitions

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 (2018-19) 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.

Kenilworth Scholars' Academy

2019-2020 Application



Engaging exceptional and career-minded students who aspire to contribute to a 21st Century global society by learning with small groups in the classroom, in the field, and at the university level.

401 Monroe Avenue, Kenilworth, NJ 07033

Kenilworth Scholars' Academy 2019-2020 Application



- Career Focused
- Rigorous Courses
- Small Learning Environments
- 21st Century Global Awareness
- Field Experiences
- College-University Credit

For Office Use Only	
	Points:
Report Card	
Entrance Exam	
Essay	
Notes	
Total	

Applicant Information

Student Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Current School: _____

Current Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Parent/Guardian City, State, Zip: _____

Parent/Guardian Phone: _____

Parent/Guardian Cell: _____

Parent/Guardian Email: _____

Application Deadline: December 3, 2018

Important: The application form and report card must be submitted to Ms. Dana Chibbaro, Principal of David Brearley Middle High School.

Applications must include all of the following paperwork to be considered for acceptance.

- ➔ **Completed Application**
- ➔ **Last year's PARCC scores**
- ➔ **Last year's complete transcript/report card**

All applications to the Kenilworth Scholar Academy, received by December 3, 2018 will be considered for acceptance based on the following weighted criteria:

- ➔ **Class Grades**
- ➔ **Standardized Test Scores**
- ➔ **Entrance Exam**
- ➔ **Essay Writing Sample**

Eligible applicants will be notified of the date and location of the Kenilworth Scholars' Academy entrance exam.