



February 2020

Dear School Leaders,

SchoolChoice Round 1 is over! Thank you for all the support you've provided to families during this anxious and exciting time.

Please review the below to learn more about what comes next, recruiting guidelines for Round 2 and beyond, and why it's a good idea to engage your new families as soon as results are released to families.

Preliminary Lists: Please review before we release final results to families

For the next few weeks, the Choice office will be cleaning data, finishing seat offers, and running the lottery algorithm. Once the results are nearly ready to be released, **we will email preliminary results to school leaders for review.**

Since leaders and staff know their students and schools, we need their feedback before we finalize results for families. To get accurate results to families as soon as possible, we will be asking for quick attention to verify results. This will also be the last opportunity to increase or decrease seat offers.

School teams can prepare by reviewing all applicants to your school now and noting who should receive sibling priority and the priority for children of full time employees. If a student has applied to the wrong grade, the best time to correct that is between the end of Round 1 and when preliminary results are being reviewed.

SchoolMint (<https://dps.schoolmint.net/>) is the DPS SchoolChoice application website. When principals and school staff log into SchoolMint as a staff member with their DPS credentials, they will be able to take a live look into who has applied to the school, how many students have ranked the school first, second, third, etc., and each applicant's priorities.

A guide for navigating the SchoolMint system is available here:

<http://thecommons.dpsk12.org/cms/lib/CO01900837/Centricity/domain/150/other%20pages/round%201/20-21%20SchoolMint%20Navigation%20for%20Principals.pdf>

Recruiting guidelines between the end of Round 1 and October Count

Round 1 ends on February 18 at 4:00 p.m. **After this time, schools should not recruit students.** Doing so before results are released to families causes confusion. After results are released, recruiting will be limited as described in the recruiting guidelines below.

We have published updated recruiting guidelines for Round 2 for the 2020-2021 SchoolChoice season at this link. Please use your DPS credentials to view.

https://drive.google.com/file/d/1KyVEn8d0K6_1YWeUr91bse7EyQznXHCN/view?usp=sharing

How waitlists work

Waitlists are dynamic, which means that a school's admission priorities remain active throughout the entire waitlist and Round 2 process. A student's waitlist position can move up or down based on the actions and priorities of all other applicants, both from Round 1 and Round 2.

For example, a student's waitlist position at a school might change from No. 6 to No. 7, due to a student in a higher priority group applying for a seat at that school.

Here are some specific examples of how this can occur:

- If a student is waitlisted at a school that is not their boundary school or a school in their enrollment zone, a new student who applies late who resides within that boundary or enrollment zone will have a higher priority.
- If a student is admitted to a school from a waitlist, sibling priority will be applied to the student's sibling who remains on the waitlist and they will move above students without sibling priority.



- If a new applicant to a school is the child of a full-time employee at that school, the applicant will move above students without that priority.
- A new applicant living within the DPS boundary has a higher priority and will move above a non-Denver resident on a waitlist.
- Learn more about [school admission priorities](#).

SchoolChoice waitlists for kindergarten through 12th grade remain active until late September 2020. Waitlists for ECE3 and ECE4 continue until April 2021 for the 2020-2021 school year.

If a student is offered a seat from the waitlist at a higher preference school and they accept, any school choices below that option will be withdrawn.

Prepare to Welcome your new families

Once results are released to schools and families, waitlists are live and movement begins. We encourage you to send “welcome” messages to new families. Parents appreciate hearing from their new school right away, and we think this encourages a feeling of community and belonging at their school. It is possible for families to either accept or decline waitlist offers from other schools, which means not all families will accept a seat from a school they originally ranked as more preferred. Getting them involved early could increase their excitement and commitment!

Important Dates

Upcoming Key Choice and Enrollment Dates	
Schools set seat offers (<i>number of seats offered in the lottery per grade and program</i>) with the Choice office	Jan. 15 – Feb. 18, 2020
Round 1 of SchoolChoice for the 2020-2021 school year closes Seat Offers due to the Choice office	4:00 p.m. Feb. 18, 2020
Complete recruiting blackout period	End of Round 1 - Release of results
Check your Round 1 of SchoolChoice Preliminary Results before final results are released	Mar. 2020 Principals will be notified via email
Round 1 of SchoolChoice results released to families and schools	No later than Mar. 27, 2020
Modified and limited recruiting can begin; please refer to Round 2 recruiting guidelines memo	After release of results
Round 2 of SchoolChoice opens	Apr. 6, 2020

SchoolChoice in DPS can be complex for schools and families—please let me know if you would like to connect with me about any questions you or your community members have!

Thank you!
 Laurie Premer
 Director, Choice and Enrollment Services
 Choice Hotline: (720) 423-3493
 Direct: (720) 423-3699
laurie_premier@dpsk12.org