

January 2020

Dear School Leaders,

Happy SchoolChoice Round 1! Please contact me with any questions or concerns you have.

Seat Offers

Before the Round 1 lottery runs, schools will need to communicate how many seats they'd like to open per grade and per program to the Choice and Enrollment office. We will reach out via email. Let us know if you'd like to meet in person—we always love visiting schools! We'd love to have all seat offers in by the last day of Round 1, February 18.

Placeholders will be inserted at all schools that offer seats and had a waitlist last year; placeholders at schools that don't serve an enrollment zone are typically 5% of total seat offers per program / grade. For instance, if a school that is not in an enrollment zone offers 100 seats for its ninth grade, the Choice office would hold back five seats. These seats are for late arrivals to Denver. If not filled by the Choice office, these placeholders will expire in mid-August.

For schools in enrollment zones, the Choice office will insert placeholders that represent each school's proportional share of historical late arrivals for that zone. Placeholders for schools in enrollment zones expire at different times throughout the summer; those dates will be communicated with each school.

Schools should assume that these placeholders will be filled with students, but some may end up unfilled at the expiration date.

Using SchoolMint during Round 1 (and after!)

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 is applying 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>

Below are a few reminders to help your school have a successful Round 1:

- Ask your team to check the application on day one. Are the correct programs and grades being offered?
- Ask your team to check applications regularly. Be aware of who the siblings, children of full time employees, and currently attending students are. Now is the time to make sure priorities are correct, not when the preliminary lists come out.
- All ECE3 and ECE4 students must submit an application. DPS collects tuition information via the application, so the strength of our programming and funding are dependent on complete and correct applications.
 - o Documentation is required for ECE4 applicants before the family can submit the application. Families will need to upload proof of age, recent proof of address, and recent proof of address.
- Check the DPS PTF Sending Report in IC for a list of students who will leave your school if they do not complete a SchoolChoice application indicating they would like to stay. Encourage current ECE3 and ECE4 students to complete a SchoolChoice application.

Administrative Transfers for SY 2019-2020

If you are enrolling a student who is coming from another DPS school and the student has not recently moved into your boundary, there must be an accompanying approved administrative transfer (via the electronic system). In an effort to minimize the impact to the CMAS (PARCC) assessment process at each of your schools, **the Office of Choice and Enrollment will not be approving any administrative transfers after Friday, January 31.** Families may still request to transfer after this date but the approval will need to be signed-off by the instructional superintendent, the operational superintendent, or equivalent and will only be considered if circumstances are extreme.

Mid-Year Entries Reminder

Please remember that if a school's number of funded seats is greater than the number of currently enrolled students after funding day or October Count (as applicable), seats are available to students who arrive to a new address in Denver mid-year and would like to participate in SchoolChoice.



SchoolChoice MythBusters (These are all TRUE!)

- Choosing a school as No. 1 does not increase an applicant's chances (likelihood) of getting in.
- No school in DPS is able to accept only those students who rank them No. 1. Student ranking of schools is not visible to schools for this reason.
- Schools should not communicate to families that they must rank that school as No. 1 to be admitted—it is never true!
- Assignments are done by priority group and lottery number; the likelihood that a student will be assigned to a school is not determined by how the student ranks that school.
- It is possible that a student who ranked a school No. 3 on their list is accepted to the school before a person who ranked that same school as No. 1, if the first student is in a higher priority group for that school and/or has a higher lottery number.
- The person who applies on day one at 8:30 a.m. has no advantage over the person who applies on the last day. Applications that are submitted during the Round 1 SchoolChoice window are treated identically. There is no priority given for submitting an application earlier in the window.

Reminder: 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
DPS Great Schools Expo Week—Various locations; Contact Communications for more information http://schoolchoice.dpsk12.org/greatschoolsexpo/	Northwest Expo - 6 to 8 p.m. Jan. 21, 2020
	Southeast Expo - 6 to 8 p.m. Jan. 21, 2020
	Far Northeast Expo - 6 to 8 p.m. Jan. 22, 2020
	Southwest Expo - 6 to 8 p.m. Jan. 22, 2020
	Near Northeast Expo - 6 to 8 p.m. Jan. 23, 2020
Round 1 of SchoolChoice for the 2020-2021 school year opens	8:30 a.m. Jan. 15, 2020
Round 1 of SchoolChoice for the 2020-2021 school year closes	4:00 p.m. Feb. 18, 2020
Seat Offers due to the Choice office	
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
Other Related Key Dates	
Final Planning Projections released	Jan. 10, 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

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