

Dear School Leaders,

Below, please find important dates and information about administrative transfers and mid-year entries.

Please contact me with any questions or concerns you have.

Upcoming Key Choice and Enrollment Dates	
Round 2 of SchoolChoice closes	August 30, 4:00 pm
Annual Family Update closes	August 30
Administrative Transfers open	September 3
Mid-year entry process opens	September 3
Waitlists for grades K-12 expire <i>Waitlists for ECE remain open until April 2020</i>	September 30
Round 1 of SchoolChoice for the 2020-2021 school year opens	January 15, 2020
Round 1 of SchoolChoice for the 2020-2021 school year closes	February 18, 4:00 pm

Administrative Transfers

Beginning September 3, currently enrolled students will not be able to transfer to another DPS school without an Administrative Transfer unless they move from one neighborhood boundary or enrollment zone to another, are on a SchoolChoice waitlist from Round 1 or Round 2, or are working with the Transitions team. At this time, the Admin transfer process is the same as it was last year. **Families and schools will not use SchoolMint for Admin transfers.**

Administrative Transfers are considered “hardship” transfers and should only be considered when exceptional circumstances exist. The principals at both the sending and receiving school must review them to approve or decline. If the principals are not in agreement the final decision will be made by the Choice office. Families must complete the form at the currently attending school to begin the process. Click this link (<http://thecommons.dpsk12.org/Page/1598>) for the 2019-2020 Administrative Transfer form.

Mid-Year Entries

If a student is new to Denver (or moved within Denver to a new neighborhood boundary or enrollment zone), moved to an enrollment zone, or wants a school other than their boundary school, please have the family complete an online Choice application. All applications for grades K-12 will remain in “submitted” status until an enrollment representative verifies the documents and ensures the application is indeed a mid-year. If the family is not eligible, we will cancel the application. If the family is a mid-year, we will work with the requested schools for placement. **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 mid-year and would like to participate in SchoolChoice.**

If you are a boundary school enrolling a boundary student in grades kindergarten through 12th, simply collect the POB and POA and enroll the student.

Thank you!

Laurie Premer

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