

**Student Application Timeline for Parents
For Enrollment in the 2019-2020 School Year**

| Document Name/Process | From | Received by | Deadline |
|---|--------------------|--------------------|----------------------------------|
| Student Application (Request/download application from desired choice district) | Parent or Guardian | Choice District | 12/3/2018 |
| Notice of Intent to Participate (If registered in resident district's public school or applicant is Tier 1) | Parent or Guardian | Resident District | 12/3/2018 |
| Lottery held (if applicable) | Choice District | n/a | 12/14/2018 thru 12/19/2018 |
| Notice of Conditional Acceptance, Rejection, or Wait Listing | Choice District | Parent or Guardian | 12/21/2018 |
| Student's Notice of Intent to Enroll in the Choice District (Provided by district. <i>Submit to only ONE choice district</i>) | Parent or Guardian | Choice District | 1/4/2019 |
| Student's Registration with Choice District | Parent or Guardian | Choice District | Determined by Choice District |

Late Applications

Some districts may accept late applications after the **December 3, 2018**, deadline, however, late applicants will be considered for enrollment only *after* those who applied before the deadline.

If any accepted choice students decide to drop their acceptance before the start of the school year, 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.

Parents must contact the choice district to inquire about whether it accepts late applications.

Exception to Late Application Policy

When extenuating circumstances occur, the Commissioner may grant a waiver of the student application deadline, allowing a student to submit an application and be accepted to a choice program. *Waivers will only be granted by a showing of "good cause" and when a student's educational conditions are such that an immediate transfer is needed.* Waivers will not be granted for convenience reasons such as missing the application deadline. Typically, student enrollment must occur immediately upon approval of the waiver, however each waiver will be considered based on the specific circumstances of the student. *Parents can request a waiver form by emailing [the Choice Program Office](#).*