



**Student Application Timeline for Parents
For Enrollment in a Choice District in the 2024-2025 School Year**

Document Name/Process	From	Received by	Deadline
Student Notice of Intent to Participate (Required for <i>all</i> choice applicants)	Parent or Guardian	Sending/Resident District	11/17/2023
Student Application Deadline (Request/download application from desired choice district website)	Parent or Guardian	Choice District	12/1/2023
Lottery held (if applicable)	Choice District	N/A	12/12/2023 thru 12/18/2023
Notice of Conditional Acceptance, Rejection, or Wait Listing	Choice District	Parent or Guardian	12/21/2023
Student's Notice of Intent to Enroll in the Choice District (Provided by choice district. <i>Submit to only one choice district</i>)	Parent or Guardian	Choice District	1/5/2024
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 1, 2023**, 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 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](#).*

**Interdistrict Public School Choice Application for Enrollment in a Choice District
2024-2025 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 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, they are 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 their resident district preschool, or a student has a sibling attending the choice district in the current year and the sibling will continue to be enrolled in the following year..

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 includes students who have been attending public school outside their districts of residence or private school. Tier 2 students also include students applying for kindergarten who are **not** attending their resident district preschool and do not have a sibling attending the choice district in the current year.

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 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 in the current year and will continue to be enrolled in the following year; 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 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.

Middle Township 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.	Yes
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.	N/A
d. The district gives enrollment preference to resident students who move <i>before the application deadline</i> . 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 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>	N
e. The district gives special consideration to resident students who move <i>after</i> 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.	N

Middle Township Public Schools

216 S. Main St.

Cape May Court House, NJ 08210

**Interdistrict Public School Choice Application
for Enrollment in a Choice District
2024-2025 School Year**

For Office Use Only

On time application _____ Late application _____

Tier 1 _____ Tier 2 _____

Grade applied for in 2024-25: _____

Enrollment Preferences granted (check those that apply):

____ Sibling(s) in Choice District (Sibling grade in 2023-2024: _____)

____ Applicant from a choice district that terminates before grade 12

____ Resident student who moved

Lottery # (if applicable): _____

To be completed by the parent or legal guardian:

Student Information

Name of student applicant: _____ Date of Birth: _____

Student address: _____

City: _____ County: _____ Zip: _____

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

Parent's email: _____

Current School Information (2023-24)

Student's grade level for the 2023-2024 school year: _____

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 2023-2024 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 2024-2025 school year: _____

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

If yes, attach any documentation, i.e. IEP (Special Education Plan) or 504 Plan (Accomodation 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.

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

Sibling's name: _____

Sibling's grade in 2023-24: _____ Sibling's grade in 2024-25¹: _____

Is the applicant a former resident student who moved *before* the application deadline? Yes / No

Is the applicant a former resident student who moved *after* the application deadline? Yes / No

¹ Choice sibling must continue to be enrolled in the choice district in the choice applicant's first year of enrollment in the choice district.

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 1, 2023

**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
Application in the 2023-2024 School Year; Enrollment in the 2024-2025 School Year**

Date: _____

To the Superintendent/Chief School Administrator of Student's Sending/Resident District:

From the Choice Applicant Parent or Guardian:

Deadline: Submit to the student's sending/resident district by 11/17/2023

As Parent/Legal Guardian of the student named below, I am submitting this written notification of my student's intent to participate in the Interdistrict Public School Choice Program (enrollment in September 2024). If my child is accepted into a choice program, my child's sending/resident district will be notified of such by the choice district **by Jan. 12, 2024**, or when enrollment is confirmed. *This form requires no response from the sending/resident district¹, 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 sending/resident district advance notice of the student's intent to apply to a choice district for enrollment in 2024-25.

Subsequently, if the student is accepted into a choice program, the sending/resident district must be notified by the choice district by **January 12, 2024**. There may be cases where 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, 2024, 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: _____ Alt Number: _____

¹Pursuant to N.J.A.C. 6A:12-4.1, sending districts with a Commissioner-approved resolution limiting its students' participation in the choice program shall comply with additional procedures and timelines.

**Notice of Intent to Enroll
in the Choice Program for the 2024-2025 School Year**

Due to the Choice District by January 5, 2024*

* Choice districts may accept late applicants, however late applicants will be considered only after those who applied by the deadline and only if choice seats are available.

Instructions:

For Parents of Accepted Choice Students:

1. Parents of students who will accept enrollment in the choice district must fill in this form and return it to the choice district **by January 5, 2024**, or as soon as possible after notification of acceptance by the choice district. *The form must be submitted to only one choice district.*
2. Transportation may not be provided for your student. Depending on the circumstances, the resident district may provide aid in lieu of transportation. Read the [transportation procedures](#) for more information.
3. Choice districts may set a deadline for registration for new choice students. If a newly accepted choice student does not register by the publicized deadline, then the district can revoke acceptance and notify the next applicant on the waitlist of conditional acceptance.

For Choice Districts:

The choice district must send a copy of each accepted choice student's **Notice of Intent to Enroll** to the respective resident district **by January 12** or as soon as possible after receipt from parents to serve as notification.

Choice districts may set a deadline for registration for new choice students; if a newly accepted choice student does not register by the publicized deadline, then the district can revoke acceptance and notify the next applicant on the waitlist of conditional acceptance.

For Resident Districts:

This form serves as notification that this student has been accepted into a choice program in school year 2024-25. *No action is required on your part, however you will be responsible for providing transportation if the student meets the eligibility requirements.* For information on the choice program and responsibilities of resident districts, visit the [choice website](#).

Notice of Intent to Enroll Form:

Date: _____

To: Dr. Salvo
Middle Township Public Schools
216 S. Main St.
Cape May Court House, NJ 08210

As Parent or Legal Guardian of the student named below, I certify my student's intention to enroll in the Interdistrict Public School Choice Program in the **Middle Township School District** in September 2024. I also grant permission to the **Middle Township School District** to obtain all necessary student records from my student's district of residence.

Choice Student's Name: _____

Choice Student's Address: _____

Student's Current School (2023-24): _____

Student's Current District of Residence (2023-2024): _____

Student's Current Grade Level (2023-2024): _____

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Parent's Phone: _____ **Alt Phone:** _____

Parent's Email: _____

NEW JERSEY STATE DEPARTMENT OF EDUCATION
Division of Finance
Office of Student Transportation

REQUEST FOR PAYMENT OF TRANSPORTATION AID - CHOICE SCHOOL STUDENT

This request shall be filed by the parent or guardian of eligible choice school students with the secretary of the local school district for the first and second semesters upon request. This request must be filed prior to the end of the fiscal year (N.J.A.C. 6A:27-4.1(c)2).

I, _____ do hereby certify that _____
(Parent or Guardian) (Name of Student)

who resides at _____ has been transported to _____
(Address of Student - Street #, City/Town, State, and Zip Code) (City) (State)
_____ situated in **Cape May Court House NJ**
(Choice School) (City) (State)

not more than 20 miles from the residence of the student for the period of time from _____
Month Day Year

to _____ . In consideration thereof, I hereby request payment of transportation aid pursuant
Month Day Year

to N.J.S.A. 18A:-39-1.

I do solemnly declare and certify under the penalties of the law that this request for payment is correct in all its particulars, and that I am not claiming reimbursement or receiving transportation from any other school district for the same period of time.

(Date)

(Signature of Parent or Guardian)

(Daytime Telephone Number)

WHEN PROPERLY EXECUTED, THIS FORM MAY BE ACCEPTED AS AN OFFICIAL VOUCHER. THE LOCAL BOARD OF EDUCATION MAY PAY TRANSPORTATION AID BASED ON THIS CLAIM PURSUANT TO N.J.S.A. 18A:39-1 and 18A:19-3