



# Brevard Public Schools

## Open Enrollment-Parental Choice



## Terms and Conditions

Last updated: 9/2/21

Please **READ** these Terms and Conditions (herein after referred as "Terms", "Terms and Conditions") carefully before accessing your Family Dashboard at <https://brevardflc.scribborder.com/family> and submitting an online Open Enrollment application (herein after referred as "Application") operated by Brevard Public Schools (BPS), Leading and Learning and Scribbles Software (herein after referred as "us", "we", or "our").

Your access to and use of the application is a condition of your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Scribbles Software website and application.

**By accessing or using the scribbles software website and application you agree to be bound by these Terms.**

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## I. Open Enrollment Terminology

The following terminology applies to these Terms and Conditions, Privacy Statement and Disclaimer Notice and any or all Agreements:

Term	Definition
Appeal	Request for a denied ELO/EPO application to be reviewed by an appeal team.
Career Academy High School: 3-4-year commitment Middle School: 2-year commitment ( <i>Educational Program Opportunity</i> )	Small personalized communities within a secondary school that select a subset of students and teachers with a focused interest of learning and coursework. For more information <a href="#">click here</a> .
Career and Technical Education (CTE) ( <i>Educational Program Opportunity</i> )	Programs of study within a secondary school that involve a multi-year sequence of courses that integrate core academic knowledge with technical and occupational knowledge. For more information <a href="#">click here</a> .
Cambridge International (AICE) ( <i>Educational Program Opportunity</i> )	Advanced International Certificate of Education (AICE) to eligible secondary students in an advanced program of studies. For more information visit <a href="#">click here</a> .
Choice School ( <i>Educational Program Opportunity</i> )	A school wide thematic program of study to eligible students. There are no residential boundaries.
Educational Location Option (ELO) Grades: K-12	Option to apply to attend a school, other than the zoned school of attendance through change to location only; not for a specific program of study.
Educational Program Opportunity (EPO) Grades: K-12	Opportunity to apply to attend a school for a specific program or theme of study. This may or may not be outside of your zoned school of attendance.
Family Dashboard	Secure online site for all ELO/EPO application processes and monitoring of application status. To access the Family Dashboard go to: <a href="https://brevardflc.scriborder.com/family">https://brevardflc.scriborder.com/family</a>

Term	Definition
Family Preference	Sibling(s) of a lottery selected student(s) may receive preferential consideration to be placed in the same school.
Fee Waiver	A one-time annual waiver of the Open Enrollment application fee for families meeting the federal poverty guidelines. For more information <a href="#">click here</a> .
Frozen School	A school that has reached or exceeded student capacity and is unable to accept ELO applications.
International Program  <i>(Educational Program Opportunity)</i>	An internationally recognized program, Cambridge (AICE) and International Baccalaureate (IB), with accelerated curriculum and examinations to eligible High School students.
International Baccalaureate (IB) <i>(Educational Program Opportunity)</i>	A rigorous pre-university course of study, leading to internationally standardized examinations for High School students. For more information <a href="#">click here</a> .
Just Moved Grades K-12	<p>An Open Enrollment application that is required for Brevard Public Schools' students who move outside of their currently enrolled school's zoned boundary and wish to remain. The application is valid for the remainder of the current school year.</p> <p>If student wishes to return the following school year, a renewal Open Enrollment application must be completed.</p>
Lottery	The electronic random selection process for all NEW Open Enrollment applications.
Magnet School  <i>(Educational Program Opportunity)</i>	A school with a focused theme aligned to curriculum that also serves its residential zoned students. Diversity is an important element of a magnet school.
New Application Grades: K-12	An Open Enrollment application for a student did not attend the school or program under an ELO or EPO the prior school year.

Term	Definition
Non-Traditional Student	A student who does not attend a traditional public school. Non-Traditional Students typically attend virtual school, charter school or are homeschooled.
Open Enrollment Grades K-12	All processes that afford parental/guardian opportunity to attend a school other than their zoned school of attendance. The plan is located on the website.
Post–Secondary/Vocational Dual Enrollment  <i>(Educational Program Opportunity)</i>	CTE programs of study to secondary students through college coursework leading to a College Credit Certificate (CCC) or a Postsecondary Adult Vocational Certificate (PSAV).
Preferential Treatment	Students as identified in Florida Statutes <a href="#">1002.31</a> and <a href="#">1003.05</a> receive special consideration for open enrollment processes.
Proof of Residency	Documentation demonstrating your current Florida residential address. For more information <a href="#">click here</a> .
Renewal Application Grades: K-12	Application for a student who has been attending a school on a previously approved Open Enrollment application (same school/same program).
Sibling Preference	Legal family member(s) of a current student who is residing in the same residence as their sibling, who will also begin their attendance at the same school and year as the current student. Siblings who do not begin their attendance at the school do not qualify.
Transitioning Active Duty Military	A current United States active military member who has just transferred locations due to military orders. For more information <a href="#">click here</a> .
Waitlist	A listing of Open Enrollment applications, after the lottery, that are waiting for an available seat offering. The position number of the waitlist indicates how many applications are ahead of you waiting for an available seat.

Term	Definition
Zoned School of Attendance	School designated for your student(s) to attend based upon your residential address. For more information about your zoned school <a href="#">click here</a> .

## II. All Applicant- Application Process

- Applications are open to all Florida K-12 residents – proof of residency is required.
- For a K-12 grade student to attend **a school** outside their zoned school of attendance an **online application\*** with a **\$30 nonrefundable application fee\*\*** must be submitted.
  - \* **EXCEPTIONS** to required online application:
    - Pre-K/VPK/Head Start students are not included in this process and do NOT complete an application.
    - Students placed in a school by the IEP team, McKay Scholarship, Hope Scholarship, or Opportunity Scholarship Program do NOT complete an application.
  - \*\* See "[Payment Method](#)" for exceptions to the application fee.
- Timelines for the district’s Open Enrollment process are posted on the [Open Enrollment-Parental Choice website](#).
- A separate application must be submitted for each student.
- Duplicate student applications for the same school and/or same program are quality checked and will be denied but are **NOT** refundable.
- Completion of an application does **NOT** guarantee admittance into the requested school as determinations are based on class size capacity.
- Parents/Guardians **may submit multiple Open Enrollment applications** (to separate programs and/or schools), each with a \$30 **nonrefundable fee\*\***.
- Application status can be monitored via the [Family Dashboard \(https://brevardflc.scriborder.com/family\)](https://brevardflc.scriborder.com/family).
- All completed NEW applications, received by the initial deadline, will be placed in a lottery.
- All NEW applications, received during the waitlist period, will be added to the bottom of the appropriate school’s existing waitlist in the order the completed application is received and processed.
- Application approvals are **good for one year only** – Parents/Guardians **MUST** renew annually.
- Renewal applications do not go in the lottery.
- All application status notifications must be viewed via the [Family Dashboard](#), this information will not be provided over the phone.

- Parents/Guardians **must** electronically **accept or decline** all offered seats (New and Renewal) by the posted deadline, or offered seats are forfeited/expired. Parents/Guardians can only commit to **one** school/program. Parents/Guardians **cannot** enroll their child in a school until the "Approval" notice has been received and parents/guardians **accept** the seat offered.
  - Accept seat(s) offered via the [Family Dashboard](#).
  - Once seat offer is accepted, contact the school to register.
  - Failure to register by the first day of school will forfeit your approved Open Enrollment seat and the application becomes null and void.
  - If a student attended a school (traditional public, charter, home education program, virtual or private) other than the school of the accepted seat, the approved Open Enrollment seat is forfeited and the application becomes null and void.
- **Upon seat acceptance** the student and parent/guardian automatically enter into a **contract** as outlined below: (Policy 5121)
  - This contract requires students to:
    - Exhibit appropriate academic effort;
    - Attend school regularly, including on time arrival and pick-up; and
    - Exhibit appropriate behavior.
  - Failure of a student to adhere to any or all of these conditions may result in revocation of the seat, with the application becoming null and void, and the student returning to his/her zoned school of attendance.
  - Students who move during the school year will be permitted to complete the school year as long as the expectations of the contract are fulfilled.
  - Parents/Guardians providing false address may have their acceptance withdrawn immediately.
    - It is the responsibility of the parent to keep the school informed of any changes.
- Applications not chosen due to capacity/class size concerns will be placed on a waitlist.
  - Schools can pull students from the waitlist up until 2 weeks prior to the first day of school.
  - After the waitlist period ends, waitlist applications will be expired and become null and void.

### III. Lottery

The Open Enrollment lotteries are conducted by grade level, following preferential treatment as authorized by Florida Statutes 1002.31 and 1003.05 and School Board Policy 5121. The lottery tiers in Brevard County are as follows:

#### **Site-Based Employee Preference**

District employees (**excluding** community coaches and substitutes) working at a school are considered to be site-based employees of that school and qualify for the site-based employee preference. Furthermore, children of site-based employees working at a School of Choice must meet the entry requirements.

#### **Sibling Preference**

Family member(s) of a current student who is residing at the same residence as his/her sibling, who will also begin his/her attendance at the same school during a year in which the current student is attending the school, qualify for sibling preference. Siblings who do not begin their attendance at the school while the current student is attending the school do not qualify for sibling preference.

*Stepchildren can receive sibling preference if the parents/guardians meet the following criteria: Proof of marriage and children live with the stepparent.*

#### **Family Preference**

A student whose sibling has been offered a seat through the lottery process qualifies for the family preference for the next available seat in the applicable grade level or program. These family preference students must meet the entry requirements.

#### **District Students**

Children who reside in the District are entitled to apply but do not meet the qualifications of tiers above under State law. Accordingly, there is no District preference for these students.

#### **Out-of-District Students**

Students who reside in another county within the State and are not entitled to preferential treatment under State law are known as out-of-district students. Under F.S. 1002.31, students who reside outside the District may not displace a student from within the District.

- Twins, triplets or multiples are given one lottery number whereby all siblings are accepted or denied based upon that single lottery number.
- After the lottery has been conducted, log into your [Family Dashboard](#) account to view status for seat offering or waitlist position.
- Pursuant to Florida Statutes 1002.31 and 1003.05, some students may be afforded preferential treatment in the open enrollment processes.

## IV. Waitlist

The waitlist is a listing of Open Enrollment applications, after the lottery, that are waiting for an available seat offering. The position number of the waitlist indicates how many applications are ahead of you waiting for an available seat.

- Seats become available when:
  1. A parent forfeits his or her child's spot by not submitting the electronic acceptance notification by the due date (Please see the complete timeline for due dates);
  2. A parent does not complete the registration paperwork and guidelines in the timeframe set forth by administration;
  3. A parent notifies the school in writing that the student will decline their seat offer;
  4. A student receives preferential treatment pursuant to Florida Statutes 1002.31 and 1003.05.
- If parents/guardians completed more than one application for their student to different schools or programs, accepting a seat at one school will **NOT** cancel any waitlist positions for other application(s). The waitlist will remain active until another school offers a seat or the Open Enrollment application cycle ends for that school year. If another school offers the seat and the parent/guardian accepts, this will automatically decline the acceptance of another seat.
- If your student is not offered a seat for the current application school year, your application(s) expires. Waitlisted applications will not roll over to the following school year. A new application will need to be completed for the subsequent year.
- Waitlist position numbers can fluctuate as follows:
  1. The number can decrease as students with lower waitlist numbers are offered seats or withdraws an application;
  2. The number can increase as students of siblings who are offered seats trigger family preference;
  3. The number can increase as transitioning active-duty military apply and receive preferential treatment in accordance with Florida Statutes.

## V. Educational Location Option Applicants

- All applicants must first meet the requirements described in Section I.
- Not all schools are available for an ELO pursuant to School Board Policy 5121.
- A list of "Frozen" schools, or schools not available for new ELO applications is published annually on the [Open Enrollment-Parental Choice website](#).



## VI. Educational Program Opportunity Applicants

- All applicants must first meet the requirements described in Section I
- The following application restrictions apply to EPO programs:
  - Choice Elementary and Choice Jr/Sr High School EPO:
    - Choice Elementary and Choice Jr/Sr High School do not have zoned residential boundaries; acceptance is through application process only.
    - Anyone who meets the School's entrance requirements (if applicable) has the opportunity for enrollment based on capacity.
    - Jr./Sr. High School Applicants selected in the lottery will be offered a "Conditional Acceptance"; based on the student meeting the requirements of the EPO (as applicable), until student academic criteria requirements are confirmed.
      - This conditional acceptance will be revoked if the student does not meet all requirements.
  - International Program EPO:
    - Located on a traditional school campus, International Programs do not have residential boundary restrictions.
    - Anyone who submits required components (essay, teacher recommendations, test scores, report cards) as noted in the application process has the opportunity for enrollment.
  - Cambridge Program EPO
    - Middle School EPO programs have application requirements that must be met for acceptance consideration. (Essay, test scores, report cards and teacher recommendations)
    - High Schools may request specific documents separate from this process.
  - Career Academy EPO:
    - Small, personalized communities within a secondary school that select a subset of students and teachers with a focused interest of learning and coursework.
    - Any rising 9<sup>th</sup> or 10<sup>th</sup> grade student may apply to attend Career Academy that is **not offered** at their zoned school of attendance.
    - Career Academy EPO requires a 3-4 year commitment at High School and a 2 year commitment at Middle School.
  - Career & Technical Education EPO:
    - Programs of study within a secondary school that involves a multi-year sequence of courses that integrate core academic knowledge with technical and occupational knowledge.
    - Any rising 9<sup>th</sup>-12<sup>th</sup> grade student may apply to attend Career Academy that is **not offered** at their zoned school of attendance.

- Vocational Dual Enrollment EPO:
  - Programs of study that involves a sequence of college courses leading to College Credit Certificate.
  - Any rising 9<sup>th</sup>-12<sup>th</sup> grade student may apply to attend a Vocational Dual/PSAV Enrollment program that is **not offered** at their zoned school of attendance.
  - Students must meet entrance requirements from Eastern Florida State College (if applicable).
- Pursuant to School Board Policy 5121, a student must return to his/her zoned school of attendance at the end of the semester if he/she no longer participates in the school program designated by the EPO.

## VII. Employee of Brevard Public Schools Applicants

- Employees must adhere to the application deadlines.
  - New hires and transfers outside of the application window will be considered on a case-by-case basis.
- As part of their “working conditions,” BPS employees do not pay a fee for an ELO application.
  - Employee must be legal guardian of student.
  - Community Coaches and substitutes are not considered full-time employees; therefore, they are required to pay the \$30 application fee and are not given employee preference.
  - School nurses and SROs are considered employees of the school; however, they are required to pay the \$30 application fee but will receive employee preference.
- Employees pay for any EPO application.
- Application requires employee to enter ID # and school or department location # on application.
  - If both numbers are not entered, employees will be charged the \$30 nonrefundable fee.
- ELO requests for children of school-based employees are not subject to capacity restrictions.
- ELO requests for children of school-district employees to attend a frozen school, greater than 90% but less than 100% capacity, will be considered on a case-by-case basis dependent on total capacity and Class Size Amendment.
- Employee preference in the lottery process is afforded to site-based employees only but is not a guarantee as it is based on capacity and the student meeting all entrance requirements (if applicable).

## VIII. Transitioning Active-Duty Military Dependent Applicants

- Transition during the application window follow the normal application process but will receive preferential treatment pursuant to Florida Statute.
- Transitioning outside the application window contact the Patrick Air Force Base School Liaison Officer at 321-494-1991 for assistance; Transitioning military form required to be uploaded to Family Dashboard.

## IX. Non-Traditional Students

- In accordance with FHSAA, parents/legal guardians of a non-traditional student who wishes to participate in a sport at a school for which the student is not zoned must follow the procedures in this policy and apply through the **Educational Location Option (ELO)** process within the determined deadlines.
- Non-Traditional students may **NOT** apply to participate in sports only through an **Educational Program Opportunity (EPO)** application.
- An Open Enrollment application and an [EL-14 Form](#) must be complete and approved/signed by the Director of Open Enrollment **BEFORE** eligibility to participate is determined.
- A student's school of enrollment with over 250 students, who are a member of FHSAA and offer the sport of interest, will render a student ineligible.

## X. Open Enrollment Application Appeal Process

- Denied applications may be appealed through Brevard Public Schools' Open Enrollment-Elementary Leading and Learning.
- Appeal information/deadline may be found on the BPS Open Enrollment-Parental Choice [website](#).

## XI. Payment Methods

Educational Location Option (ELO) and Educational Program Opportunity (EPO) applications require a **nonrefundable processing fee\***. Payments are to be completed via one of the following methods:

- **Cash and Checks** will NOT be accepted.
- **Credit Card**
  - This is a secured option to pay the application fee online with a credit or debit card.
  - Credit card information is submitted at the end of the application.
  - A "Payment Received" notice will be sent to the email address provided in the application. If you do not receive an email, check the email's junk/spam folder.
  - Verify payment receipt via the [Family Dashboard](#) to ensure application payment has been processed. Declined payments will null and void the application(s).
  - All credit card processing is completed through Scribbles Software.

- **Fee Waiver**
  - A fee waiver process is available for families who meet the Federal Poverty Guidelines.
  - The fee waiver request must be completed **PRIOR** to submitting an application.
  - Only one fee waiver coupon is given per student per school year.
  - [Click here](#) for more information regarding the fee waiver.
  
- **Money Order**
  - Applications will **NOT** be processed until the money order has been received.
  - Make the Money Order payable to: Scribbles Software.
  - Include the student's first and last name and application order number on the front of the money order.
  - Submit the money order via mail or in person to:
    - Open Enrollment-Elementary Leading and Learning
    - 2700 Judge Fran Jamieson Way
    - Viera, FL 32940
  - Money orders not received or received past the application deadline will null and void the application.
  - Verify the receipt of the money order by logging back into the [Family Dashboard](#).

\*Exceptions to the application fee

- EPO – Magnet School Applications
- EPO – CTE Dual Enrollment Applications
- EPO – Application to attend a program at your zoned school of attendance
- ELO – BPS Employee only

## **XII. Privacy Policy**

Our application allows you to post, share and otherwise make available certain information, text, or other material ("Content"). You are responsible for the accuracy of this Content.

The Family Dashboard and online applications are provided by Scribbles Software. Visit their [website](#) for information regarding their [privacy policy](#).

## **XIII. Links to Other Web Sites**

Our application may contain links to third-party web sites or services that are not owned or controlled by BPS.

BPS has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third-party web sites or services. You further acknowledge and agree that BPS shall not be responsible or liable, directly, or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services.

## **XIV. Changes**

We reserve the right, at our sole discretion, to modify or replace these Terms and Conditions at any time. If a revision is material, we will try to provide at least 30 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion.

## **XV. Contact Us**

If you have any questions about these Terms and Conditions, please contact us.

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