

Terms and Conditions - Educational Location Option

The following is important information affecting the completeness and validity of your application. Please read the entire document carefully.

Not all schools are available for an Educational Location Option.

Please review the district's online publication to see a list of "[Frozen](#)" schools due to building capacity.

1. All Applications

- a. Students who wish to attend a **school** outside their zoned school of attendance must submit an **online application** with a **\$30 nonrefundable application fee**.
- b. Completion of an application does NOT guarantee admittance into the requested school as determinations are based on class size capacity.
- c. Parents may submit more than one application to varying Educational Location Options, each with a \$30 nonrefundable application fee.
- d. Payments can be made via credit card or money order.
 - i. A "Payment Received" notice will be sent to the email address provided in the application (please check email inbox and junk/spam folders for this notice).
 - ii. Parents are encouraged to verify payment receipt to ensure application payment has been processed.
 1. Declined payments will null and void an application.
 - iii. Money order payments should be received as soon as possible.
 1. Applications will not be processed until the money order is received.
 2. To ensure prompt processing of your money order payment:
 - a. Money Orders must be made payable to: Scribbles Software.
 - b. Money orders must be submitted to: The Division of Equity, Innovation and Choice, 2700 Judge Fran Jamieson Way, Viera, FL 32940.
 - c. Please include your child's name and your application order number on the front on the Money Order.
 - d. Schools may not accept money order payments.
- e. A **fee waiver** process is available for individuals who meet the Federal Poverty Guidelines. [Click here](#) for more information.
 - i. The fee waiver request must be completed **PRIOR** to submitting an application.
 - ii. Only one fee waiver coupon is given per student per school year.
- f. Educational Location Option application approvals are **good for one year only**. Parents **MUST** reapply annually.
- g. Educational Location Option applications are for **K-12 grade students** only.
 - i. PreK students do not complete an Educational Location Option application.
 - ii. Educational Location Option applications are not required for students who wish to attend an Educational Program Opportunity (academy, choice, CTE, international, and magnet).
 - iii. Students placed in a school by the IEP team or McKay Scholarship do not complete an Educational Location Option.

- h. Sibling preference is determined on a case-by-case basis, and it is based on capacity. Legal family members 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, qualify for sibling preference. Siblings who do not begin their attendance at the school while the current student is attending do NOT qualify for sibling preference.
- i. You will be required to provide proof of Florida residency upon creating a new online account. For information on what is acceptable documentation for proof of residency please go to Brevard Public Schools website at:
<http://documents.brevardschools.org/registration/default.aspx>
- j. An "**Approval, Denial, or Waitlist**" notice will be sent via email or text message using the information provided in the application once the Educational Location Option process is complete.
 - i. Parents may monitor the status of an application via the system's online "Parent Dashboard." The Parent Dashboard may be accessed at www.EIC.brevardschools.org.
 - ii. Parents are encouraged to check their email inbox and junk/spam folders for this notice.
 - iii. Denied notices may be appealed. See information below for the appeal process.
- k. **Acceptance** of an Educational Location Option assignment automatically enters the student/parents in a "**Parent/Student Contract**."
 - i. Educational Location Option assignments are approved provided both the student and parent meet the following conditions:
 1. Must maintain good behavior.
 2. Must provide your own transportation to/from school.
 3. Must maintain good attendance; arrival and departure.
 4. Cooperate with classroom, school and district procedures.
 5. Maintain good academic effort (participates in class and keeps up with assignments).
 6. Students who move during the school year will be permitted to complete the school year as long as the above expectations are fulfilled.
 7. Parents providing false address may be withdrawn immediately. It is the responsibility of the parent to keep the school informed of any changes.
 - ii. If these conditions are not met, then the ELO assignment may be revoked and the student will be required to attend the school in his/her attendance area.

2. Renewal Student Applications

- a. If you are currently attending a **school on an Educational Location Option** and wish to remain at the same school for the upcoming school year, you **MUST reapply** by completing a renewal application.

3. New Student Application

- a. For students who are not attending a school on an **Educational Location Option**, you must submit a new application.
- b. Applications not chosen due to capacity/class size concerns will be placed on a waitlist.
 - i. Schools can pull students from the waitlist up until 2 weeks prior to the first day of school.

- c. If you **do not live in Brevard County**, you must follow the [Out of County process](#) prior to filling out an application.
- d. Parents of **transitioning active duty military** dependent students:
 - i. If you transition during the application window you will follow the normal New Student Application process.
 - ii. If you transition outside the application window, please contact Reggie Logan, Patrick Air Force Base School Liaison Officer (SLO) at 321-494-5676 for assistance.
- e. **Parents cannot enroll** their child in an Educational Location Option school until the "Approval" notice has been received.
 - i. Once you have applied and are approved, go to the requested school to register.

4. Employee of Brevard Public Schools

- a. Employees must adhere to the application deadlines.
- b. As part of their "working conditions," BPS employees do not pay a fee for the Educational Location Option application.
 - i. Substitutes are not considered full-time employees; therefore, they are required to pay the \$30 application fee.
- c. Application requires employee to enter ID # and school or department # on application
 - i. If both numbers are not entered, employees will be charged the \$30 nonrefundable fee.
- d. Educational Location Option requests for children of school-board employees will be considered on a case-by-case basis dependent on total capacity and Class Size Amendment.
- e. Educational Location Option requests for children of school-based employees are not subject to capacity restrictions.
- f. New hires and transfers outside of the application window will be considered on a case-by-case basis.

5. Appeals

- a. Parents may submit an appeal to the Division of Equity, Innovation and Choice for an Educational Location Option application that was not accepted. For appeal eligibility, you must meet the following criteria:
 - i. You must have a current Educational Program Opportunity application on file that was denied, **and**
 - ii. You must submit the Appeal Form to the Division of Equity, Innovation and Choice with accompanying documentation that supports the appeal. [Click here](#) for more information.
 - iii. All appeals must be submitted no later than July 14, 2017, by 3:00 pm.