



# Indiana Department of Education

---

## MEMORANDUM

To: Non-Public School Administrators  
From: Brad Pendleton, Director of Non-Public Schools  
Date: January 20, 2025  
Subject: Choice School Application Process for the 2025-2026 School Year

The school application window for participation in the Choice Scholarship Program for the 2025-2026 school year opens Tuesday, January 31, and closes Monday, September 1.

All schools wishing to participate in the Choice Scholarship Program for the 2025-2026 school year, including schools that have participated in prior years, must complete the 2025-2026 Choice School Application, state form 54705. The form is required to be signed by the principal, certifying that the school is complying with Program requirements. Completed applications are submitted to the Indiana Department of Education (IDOE) via email to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).

To complete the Choice school application packet, schools provide a copy of the School Application Cover Sheet with a copy of the school's final admissions, tuition and fees, and discount policies for the 2025-2026 school year, the Special Education Assurance Form, and the Choice Contacts Form. Schools that are not accredited by the Indiana State Board of Education (SBOE) are also required to provide proof of accreditation. These documents are posted on the Indiana Choice Scholarship Program [webpage](#) and in the Non-Public School Community on [Moodle](#).

The completed application packet should be saved as one pdf file. The file is to be submitted by email to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov). Completed applications typically require two weeks for the IDOE review and approval process to be completed. Incomplete files will be returned for more information, the review and approval process will begin only at the time the complete application packet is received by IDOE.

A school's application will be considered incomplete, and the school will not be listed as participating in the Choice Scholarship Program on the IDOE website until all required documents have been received and processed by IDOE. All documents submitted as part of your school's application must be final for the 2025-2026 school year.

For questions, please email [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).



# Indiana Department of Education

---

## Choice Scholarship Program Getting Started for Schools / Choice School Application Process 2025-2026

1. Read through the materials found [here](#), especially the FAQ, as a starting point. These materials provide important background on rules and requirements for participating Choice schools.
2. If your school is not currently accredited by the Indiana State Board of Education (SBOE) or an SBOE recognized accrediting agency, you must complete the appropriate process for accreditation (IC 20-51-1-4.7). Schools with accreditation that expires before or during the school year must provide proof of renewal prior to Friday, August 1, 2025. For accreditation related questions, contact the Office of Accountability and Accreditation at [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).
3. Begin the school application process by submitting the following documents as a single pdf to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov):
  - School Application Cover Sheet (see next page)
  - School Application Form, 54705 (R11/ 1-24)
  - 2025-2026 Admissions Policy
  - 2025-2026 Tuition Policy
  - 2025-2026 Discount Policy
  - If accredited by an agency other than SBOE, provide proof of accreditation
  - Special Education Assurance Form
  - Choice School Contacts Form

Policies submitted as part of the Choice school application shall be the final policies for the 2025-2026 school year and must be approved by your school's governing body. Any changes made to policies after IDOE approval of the Choice application must be submitted to IDOE for review and approval by Monday, September 1. School applications and policies cannot be amended after the application deadline.

4. Schools will be sent a letter by email when IDOE approves the school's application and the school's information will then be listed on the IDOE [website](#) as a resource for parents. The letter will detail the steps schools pursuing participation in the Program should take to fully enroll in the Choice Scholarship Program.
5. Create an account and join the Non-Public School Community in [Moodle](#).
6. Review 2025-2026 documents posted in the Non-Public School Community in [Moodle](#), including documents that are required to be kept as documentation for student applications.



# Indiana Department of Education

---

## Choice Scholarship Program School Application Cover Sheet 2025-2026

I affirm that the following documents are attached:

- Completed Choice School Application [Form 54705(R11/ 1-24)]
- Final* 2025-2026 Admissions Policy
- Final* 2025-2026 Tuition and Fees Policy
- Final* 2025-2026 Discount Policy
- Proof of Accreditation (if not state accredited)
- Completed Special Education Assurance Form
- Completed Choice Contacts Form

By and through my signature below, I agree to the following:

**I attest that all required policies are final.** Any alterations to the approved policy must be submitted to IDOE immediately for review.

**I acknowledge that any tuition, fee, and/or discount amount that is not included as part of the school's application to participate in the Choice Scholarship Program cannot be included in the tuition and fees reported on a student's Choice Scholarship application.**

**I acknowledge that the approval of the Choice school application by IDOE does not qualify all included tuition, fees, and/or discount amounts for use on Choice student applications.** The school must use the guidance provided by IDOE when using any tuition, fees, and/or discounts to calculate student tuition and fees for the Choice student application.

---

Printed Name

---

Date

---

Signature

---

Title



## **Choice Scholarship Program Special Education Assurance Form for Schools 2025-2026**

This assurance form is to be completed by all schools applying to participate in the Choice Scholarship Program. The purpose of this form is to outline the expectations of Choice schools in their decision to provide or not provide special education services to eligible Choice Scholarship students. The authorized agent of the Choice school certifies their understanding of these requirements by their signature at the end of this form.

The Choice school must determine if it will offer special education services to eligible Choice Scholarship students. If so, the Choice school must identify what services it is willing and able to provide.

In accordance with 511 IAC 7-49-11, each Choice school serving Choice Scholarship students with disabilities understands and agrees to adhere to the following assurances:

When an eligible student with a disability requiring special education services applies to participate in the Choice Scholarship Program, the Choice school must:

- Inform the parent/guardian what special education and related services it can accommodate and make available; and
- Inform the parent/guardian that they may select either the Choice school or the public-school corporation to provide special education services to the Choice student. If the eligible student is enrolled in a Choice school that is virtual, it is the public school corporation of that student's residence that will provide special education services if selected by the parent/guardian. If the eligible student is enrolled in a Choice school that has a brick-and-mortar location, it is the public school corporation where that Choice school is located that will provide special education services if selected by the parent/guardian; and
- Record the parent/guardian's selection of special education service provider on the student Choice Scholarship application and Special Education Service Provider Selection Form.

The parent/guardian's selection is valid for the school year at the Choice school for which the Choice Scholarship was awarded.

If it is the Choice school's decision not to provide special education services, then special education services will be made available from the public-school corporation according to the Choice school's virtual or non-virtual status.

If the parent/guardian selects the Choice school as the special education service provider, the Choice school must take the following actions:

- Within ten (10) instructional days after a Choice Scholarship student with special education eligibility enrolls in the Choice school, the Choice school shall convene a meeting with the parent or guardian of the eligible Choice Scholarship student and school staff to:
  - Determine the student's special education needs.
  - Develop a Choice Scholarship Education Plan (CSEP).



## Indiana Department of Education

---

- Obtain the parent/guardian's written consent to implement the CSEP.
- After receiving written parental consent, the Choice school must provide special education and related services as stated in the CSEP.

As prescribed by 511 IAC 7-49-4, a CSEP must be in writing and contain the following components:

- Measurable goals for the student;
- Information on how the student's progress will be monitored;
- Information on how the parent/guardians will be informed of the student's progress;
- Accommodations that the Choice school will provide for the student, including those needed for the student to participate in statewide assessments;
- The length, frequency, and duration of the special education and related services to be provided;
- A statement to inform the parent/guardian that the parent/guardian must provide written consent in order for the Choice school to implement the CSEP;
- A statement to inform the parent/guardian that they may revoke consent at any time by providing a signed, written statement revoking consent;
- A statement to inform the parent/guardian that revocation of consent encompasses the entire CSEP;
- A statement informing the parent/guardian that upon receipt of the written revocation, the Choice school will immediately stop implementing the CSEP; and
- Signature of the parent/guardian.

Upon receipt of a written revocation of services from the Choice student's parent/guardian, the Choice school agrees to immediately provide written notice to the public-school corporation of the revocation and provide the public-school corporation with a copy of the student's CSEP.

If the parent/guardian of a Choice Scholarship student requests an evaluation of the Choice student, the public-school corporation shall conduct the reevaluation in accordance with 511 IAC 7-40-8 and the Choice school shall collaborate with the public-school corporation and share all relevant information applicable to the reevaluation.

_____ School Name	_____ School Number
_____ Signature of School Representative	_____ Title
_____ Printed Name of School Representative	_____ Date



## Choice Scholarship Program Guidance Regarding Fees and Discounts 2025-2026

This document provides guidance to schools regarding which fees may be included and which discounts should be applied to the tuition and fees amount reported on a student's Choice Scholarship application. The amounts of fees and discounts are determined by your school's governing body. The final tuition and fees and discount policy for the 2025-2026 school year is required to be included in the application materials to be a participating Choice Scholarship school.

The tuition and fees policy must include the amounts to be charged to students and how those amounts are determined. All discount policies should be included in the application submission, even if they are not publicized in the school documents made public to prospective families. Any changes to the policy after the school application has been reviewed and approved must be submitted via email to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov) as an amendment to your school's Choice application. Changes cannot be made after the application deadline. Submissions received after Monday, September 1, will not be accepted.

A Choice Scholarship student must be charged the same tuition and fees, and receive the same discounts and reductions of tuition, as a similarly situated non-Choice Scholarship student attending the same eligible school. In other words, all fees and discounts must be applied uniformly to all students.

The information contained in this document is intended as guidance and addresses the most common discounts and fees, however the list is not all inclusive. Questions regarding tuition, fees, and discounts that are not covered in this document should be sent to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov) or to your school's Choice Specialist.

Tuition shall be charged to students in accordance with your school's policy, developed and approved by your school's governing body and as it stands when it was approved as part of the school's application to participate in the Choice Scholarship Program.

**Fees:** Schools may include educational fees specific to that eligible Choice student in the tuition reported on the student's Choice Scholarship application.

- For example:
  - **Include:** Education Field Trip Fees, Registration Fees, Grade Level Specific Fees, etc.
  - **Exclude:** Room and Board, Athletic Fees, any Optional Fees, Extra-Curricular Fees, Other non-education fees such as student and tuition management systems (FACTS, RENWEB, etc.), snacks, parties, etc.

**Curricular Materials:** Curricular materials may be included in the amount reported on the student's Choice application. However, a school that includes the costs of curricular materials on the Choice application may not submit a request to IDOE for Curricular Materials Assistance. Schools should consider the best course of action for their practices regarding the inclusion or exclusion of curricular materials costs on student Choice applications. The policy must be decided and final as reported in the school's Choice application materials. Changes in policy will not be accepted after Monday, September 1.



## Indiana Department of Education

---

**Discounts:** Schools are not required to offer discounts to students. The discount policy is decided by your school governing body. If discounts are offered, they must be identified and explained in the school's Choice application. The explanation should outline the qualifications for a student to receive a reduction in tuition and must be consistently applied to all students – Choice and non-Choice alike. If a school offers additional financial assistance that is needs-based, that amount should not be deducted from the tuition reported on the student's application. The needs-based assistance should be applied toward the remaining balance after the Choice Scholarship award has been applied.

- For example:
  - **Include:** Parishioner/Church member discounts, Sibling discounts, Employee discounts, etc.
  - **Exclude:** Fundraising, SGO Award Amount, Internal Financial Assistance (needs-based), Merit Scholarship, any other needs-based assistance, etc.

Schools should contact [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov) or their Choice Specialist with any questions regarding the Choice School application and the policies and procedures for becoming a participating Choice Scholarship school and complying with Program requirements.



# INDIANA'S CHOICE SCHOLARSHIP PROGRAM SCHOOL APPLICATION

State Form 54705 (R11 / 1-24)  
INDIANA DEPARTMENT OF EDUCATION

Name of School		School Number (4-digits, assigned by IDOE)		Grade levels the school is configured for:	
Street address of school:		City:	State:	ZIP Code:	School Year:
School Leader Name:	School Leader Title:	School Leader Telephone Number:		School Leader E-mail Address:	
Other School Contact Name:	Other School Contact Title:	Other School Contact Telephone Number:		Other School Contact E-mail Address:	
School Website Address:		Name of Accrediting Body:			

**Pursuant to IC 20-51-4-3(e), the principal certifies with their signature that the school complies with the following assurances:**

School shall certify to the Indiana Department of Education (IDOE) that the eligible school is complying with the following legal requirements and that the school will cooperate with any visit made to the school or audit of the school's records by IDOE to verify compliance with these provisions, including granting IDOE reasonable access to its premises.

The school understands that failure to comply with any of the assurances on this form may result in corrective action and a school's eligibility may be suspended or terminated pursuant to 512 IAC 4-1-7. The school has the right to an administrative hearing upon loss of eligibility.

School acknowledges that if a student has been approved for a Choice Scholarship and is later found to be ineligible for the award due to inaccurate, incorrect, or falsified information, the Choice Scholarship award may be adjusted or rescinded.

School assures that it will assist students with completing the Choice Scholarship student application and will not refuse to assist any student who provides supporting documentation of eligibility with completing the application and will provide a copy of all communications from IDOE intended for the family.

School will administer accountability assessments, including those statewide assessments required under IC 20-32-5.1, to all students at the testing grade levels and participate in all required training and security measures.

School agrees to participate in any data collections required by IDOE pursuant to IC 20-51-1-4.7, IC 20-51-4-6, IC 20-51-4-7, IC 20-51-4-10, or 512 IAC 3 and 4, and collections required for eligible schools.

School agrees to inform IDOE via data reported in Enrollment in Data Exchange within five (5) business days of a Choice Scholarship student being withdrawn, expelled, or not in attendance for twenty (20) consecutive school days in accordance with 512 IAC 4-1-5.

School acknowledges that retroactive reimbursement to the state of Indiana may be required and/or future payments may be adjusted as a result of the withdrawal or expulsion of a student or changes in the law.

School agrees to submit a copy of its admissions policy and its tuition and fees policy and rates as part of its application to become an eligible Choice school.

School will not discriminate against any potential students based on race, color, national origin, or disability; and the school will follow its admissions policy in regard to Choice Scholarship students.

School will input tuition and fees amount the student is required to pay, taking into account any applicable discounts for which the student may qualify. The Choice Scholarship students must be charged the same tuition and fees and receive the same discounts and reductions of tuition as a similarly situated non-Choice Scholarship student; and tuition and fees may only include the costs a student would otherwise be obligated to pay to the eligible school absent a Choice Scholarship award pursuant to 512 IAC 4-1-3.2.



School will not transfer or attempt to transfer the Choice Scholarship to any other student.

School understands and agrees to the requirement that parents/guardians must co-sign an endorsement form provided by IDOE for the distribution of monies on a schedule set by IDOE pursuant to IC 20-51-4-10.

School agrees to provide prospective parents/guardians with a statement about any costs beyond the required fees, including whether the school participates in the national school lunch program.

School agrees to provide prospective parents/guardians with information about transportation, including whether it is provided and whether the school is located along any existing bus routes that may be utilized.

School agrees to notify IDOE when an employee with an IDOE issued license is convicted of certain felonies pursuant to IC 20-28-5-8.

School agrees to conduct an Indiana expanded child protection index check and an expanded criminal history check for all employees and contracted individuals who will have direct, ongoing contact with children (IC 20-26-5-10); contact employment references and, if applicable, the most recent employer provided by a prospective employee before the school may hire the prospective employee (IC 20-26-5-10.5); and comply with all requirements pursuant to IC 20-26-5-11.2 and IC 20-26-5-1.

For Choice students with an IEP or ISP, the Choice school assures that:

1. Choice school staff will inform the parents/guardians of a Choice Scholarship student with an IEP or ISP about the special education services available from the Choice school so that the parents/guardians are able to make an informed decision in selecting either the Choice school or the public-school corporation to provide special education services to the student.
2. Choice school staff will collaborate with the student's parents/guardians to develop the student's Choice Special Education Plan (CSEP).
3. Each student's CSEP will be in writing and will be implemented only after obtaining the parent/guardian's written consent.
4. Each school staff will inform the parents/guardians of: (a) the requirement that the CSEP can be implemented only with the parent/guardian's written consent, (b) the parent/guardian's right to revoke the consent, and (c) the consequences of revoking consent.
5. Progress reports will be provided to the student's parents/guardians as described in the CSEP.

School agrees to follow 511 IAC 7-49-11 regarding Choice Special Education Plans if the school chooses to provide special education services to eligible Choice students.

Choice schools will comply with all requirements of IC 20-51-4-1 regarding the autonomy and curriculum of non-public schools.

Upon eligibility, the school agrees to complete and file a vendor application with the State Comptroller's Office.

---

Signature of School Principal

---

Date

---

Printed Name of School Principal



## Choice Scholarship Program Description of Titles used on the Choice School Contacts Form

When completing the Choice Contact Form, any person may be assigned to multiple roles if that is applicable. Up to three people can be assigned to each role on the form. One is required, additional two are optional.

Title	Description
Choice Contact	Each participating Choice school should have a designated point of contact for Choice communications. The person assigned to this role will receive every email sent by the Choice Program staff to the Choice school.
Superintendent (CEO/COO)	This is the top organizational leadership position for the school. The Superintendent/CEO/COO will receive only emails regarding critical content - including but not restricted to when issues that may affect the school's participation status, corrective action letters, or payments to the school.
Principal	The principal is the head of a school and is responsible for the day-to-day operations, planning, coordinating and directing activities and programs related to the administration of the school.
Financial Administrator (CFO)	This role is for the person who is responsible for the review of financial data.
Financial Contact	The person reported as the financial contact will be contacted with questions or comments with payment details including bank account information when a school chooses to make any account changes.
Special Education Director	This person is responsible for communication between the local education agency (LEA) and the Choice school. When the Choice school has been selected as the special education service provider, the special education director is responsible for Choice Special Education Plans (CSEPs).
Data Exchange Contact	This is the person responsible for reporting and reviewing data in Data Exchange (DEX), he/she also serves as contact person for other schools in the case of conflicting data.
Data Administrator	He/She serves as the local "point-person" and DEX expert. This is a state data reporting role, staff is responsible for uploading data, reviewing data validation messages, and having an overall knowledge of student and staff reporting requirements.
Data Certification	Data certification in DEX requires two signatures. The persons assigned to the "Data Certification" will validate and complete the final sign off on data submitted to IDOE. This role requires two representatives from the school.
Corporation Test Coordinator	This role is responsible for communicating with corporation and school staff, IDOE, test vendors, parents, and students regarding assessments; and train staff to administer assessments and access/interpret data. This person is also reported in DOE Online by July 1 of each school year.



# Indiana Department of Education

## Choice Scholarship Program Choice School Contacts Form

Updated December 15, 2024

The purpose of this form is to inform the Choice Scholarship Program staff of the personnel at each participating Choice school. Information applicable to each contact type will be sent to the email address reported on this form. A new form should be submitted to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov) each time there is a change to personnel in any of the roles identified below. Email notifications will be sent only to those contacts identified on this form. Unless otherwise noted, at least one person must be identified for each role on the form.

School Number	School Name	Street Address City/State/Zip

		School Personnel Name	Email Address	phone number	Ext.
Choice Contact	Required				
	Optional				
	Optional				
Superintendent (CEO/COO)	Required				
	Optional				
	Optional				
Principal	Required				
	Optional				
	Optional				
Financial Administrator (CFO)	Required				
	Optional				
	Optional				

		School Personnel Name	Email Address	phone number	Ext.
Financial Contact	Required				
	Optional				
	Optional				
Special Education Director	Required				
	Optional				
	Optional				
Data Exchange Contact	Required				
	Optional				
	Optional				
Data Administrator	Required				
	Optional				
	Optional				
Data Certification	Required				
	Required				
	Optional				
*Corporation Test Coordinator (CTC)	Required				
	Optional				
	Optional				

\*For a change in CTC to be recognized, it must be entered into DOE Online. To request access for your school, contact [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).

IDOE Contact Information / For more information, go to <a href="http://www.in.gov/doe">www.in.gov/doe</a>		
<b>Choice Scholarship Program</b> <a href="mailto:choiceschool@doe.in.gov">choiceschool@doe.in.gov</a>	<b>Special Education</b> <a href="mailto:specialeducation@doe.in.gov">specialeducation@doe.in.gov</a>	<b>Ombudsman</b> <a href="mailto:ombudsman@doe.in.gov">ombudsman@doe.in.gov</a>
<b>Assessment</b> <a href="mailto:INassessment@doe.in.gov">INassessment@doe.in.gov</a>	<b>Accountability/Accreditation</b> <a href="mailto:schoolaccountability@doe.in.gov">schoolaccountability@doe.in.gov</a>	<b>LINK</b> <a href="http://link@doe.in.gov">link@doe.in.gov</a>