

Nikolaos C. Koutsogiannis
Superintendent of Schools



Frances C. Adler
Business Administrator

Clayton High School Interdistrict Public School Choice Packet and Timeline for 2024-2025

1. Complete and return to **your district's** Board of Education Office by **11/17/2023**
 - 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
2. Complete and return to **Clayton's** Board of Education Office by **12/1/2023***
 - Interdistrict Public School Choice Application for Enrollment in a Choice District 2024-2025 School Year (3 pages)
 - **Applications received after the deadline will be considered for enrollment only after those who applied before the deadline*
3. After receiving our Notice of Conditional Acceptance, complete and return to **Clayton's** Board of Education Office by **1/5/2024**
 - Notice of Intent to Enroll in the Choice Program for the 2024-2025 School Year
4. Review the School Choice Transportation Procedures manual specifically the section regarding Parent/Guardian Responsibilities.
5. Visit our website www.claytonps.org on or after May 15th to obtain registration information for the 2024-2025 school year. Register student in Clayton High School no later than August 1, 2024

If you have additional questions or need more information, please contact:

Rosalyn Downes
School Choice Program Coordinator
rdownes@claytonps.org
856.881.8700 ext. 3051
856.863.8196 fax

CLAYTON PUBLIC SCHOOL DISTRICT
350 East Clinton Street, Clayton NJ 08312
(856) 881-8700
www.claytonps.org

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

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

From: _____
Parent/Guardian of Choice Applicant

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 **January 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 2024-2025. 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 August 1, 2024, parents should receive notification of their transportation options from the resident district. For more information, read the Transportation Procedures for choice students.

Date: _____

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: _____

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

¹ Pursuant 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.

CLAYTON PUBLIC SCHOOL DISTRICT

350 East Clinton Street, Clayton, NJ 08312

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

(Application to be completed by parent or guardian)

For Office Use Only

On time application _____ Late application _____

Tier 1 _____ Tier 2 _____

Grade Applied For in 2024-2025: _____

Enrollment Preferences granted:

____ 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): _____

STUDENT INFORMATION

Name of student applicant: _____

Student address: _____

City: _____ County: _____ Zip: _____

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

Parent's email: _____

CURRENT SCHOOL INFORMATION (2023-2024)

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 (Accommodation 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 grade in 2023-2024: _____

Sibling's name: _____ Sibling's grade in 2024-2025¹: _____

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

CLAYTON PUBLIC SCHOOL DISTRICT
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.

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.

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.

The CLAYTON PUBLIC SCHOOL DISTRICT has adopted the following policies regarding student enrollment:

Clayton Public School District Choice Policies	Does Policy Apply?
a. The district accepts Tier 2 students.	YES
b. The district gives enrollment preference to choice applicants who have a sibling currently enrolled in the choice district and who will continue to be enrolled in the following year, provided the applicant 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.	YES
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>	YES
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.	YES

CLAYTON PUBLIC SCHOOL DISTRICT
Interdistrict Public School Choice Application for Enrollment in a Choice District
2024-2025 School Year

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 1st of my transportation options.

Signature of parent or guardian: _____

Printed name of parent or guardian: _____

Date: _____

Application is due to Clayton Public School 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 Enroll in the Choice Program for the 2024-2025 School Year

Due to Clayton Public School 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.
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 choice students.
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. *****Clayton's deadline to register is August 1, 2024*****

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, 2024** or as soon as possible after receipt from parents to serve as notification.

For Resident Districts: This form serves as notification that this student has been accepted into a choice program in SY2024-25. *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.

To: Nikolaos C. Koutsogiannis, Superintendent, Clayton Public School District **Date:** _____

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 Clayton Public School District in September 2024. I also grant permission to the Clayton Public 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 (2023-2024): _____

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: _____

Parent's Email: _____

Choice School

Transportation Procedures

New Jersey Department of Education
Office of Student Transportation
November 2013

General Provisions

The district in which the student resides shall provide transportation or aid in lieu of transportation to eligible choice school students in accordance with *N.J.S.A.* 18A:39-1 et. seq. and *N.J.A.C.* 6A:27-4.1.

The district in which the student resides shall provide transportation to eligible students within the maximum per student expenditure established by *N.J.S.A.* 18A:39-1a. If the cost of this transportation will exceed that amount, then the parents or legal guardians of the student may pay the amount over the maximum or receive the amount established by the statute as aid in lieu of transportation. If no transportation bid is received, the parents or legal guardians of the student shall receive the amount established by the statute as aid in lieu of transportation. Aid in lieu of transportation may be adjusted for late registration or early withdrawal from the choice school. Boards of education are not required to pay aid in lieu of transportation when vouchers for payment are not signed and returned before the close of the fiscal year. (*N.J.A.C.* 6A:27-4.4)

Eligibility Criteria

The choice school must be located within the State.

Regular Students

To be eligible for transportation services, choice school students must reside remote and 20 miles or less from their choice school. Students who live less than remote from their choice school are eligible for courtesy transportation services in accordance with the policies of the district board of education in which they live. The cost of transporting choice school students must not exceed the per student maximum expenditure established by *N.J.S.A.* 18A:39-1a.

Special Education Students

Special education students must reside remote and 20 miles or less from their choice school of attendance. Those students who reside less than remote from their choice school are eligible for courtesy transportation in accordance with the policies of the district board of education in which they live. Special education students are also eligible for transportation services as specified by the student's individual education plan (IEP).

Remote is defined by *N.J.A.C.* 6A:27-1.2

The words, "remote from the schoolhouse" shall mean beyond 2 ½ miles for high school students and beyond two miles for elementary school students.

Measurement shall be made by the shortest route along public roadways or public walkways between the entrance of the student's residence nearest such public roadway or walkway and the nearest public entrance of the choice school.

Parent/Guardian Responsibilities

It is the responsibility of the parents or legal guardians of the choice school student to:

- provide the student's name, date of birth, address, grade, one-way mileage between the student's home and the choice school, and the name of the last school of attendance to the administrator of the choice school at the time of enrollment in the choice school and whenever there is a change of the student's address.
- submit a signed "Request for Payment of Transportation Aid" voucher in the manner prescribed by the district board of education in which the student resides, in order to be eligible to receive aid in lieu of transportation.
- notify the district board of education in which the student resides, in writing, of their decision regarding whether they wish to pay for transportation costs which exceed the maximum permitted expenditure. Once the district board of education has been notified that the parents or legal guardians agree to pay the amount over the maximum, the parents or legal guardians are no longer entitled to receive aid in lieu of transportation for that school year. If the parents or legal guardians of the choice school student do not submit a written request for transportation services within seven days of receipt of the district's notice that the cost will exceed the maximum permitted expenditure, then the student shall not be entitled to transportation, but the parents or legal guardians shall receive aid in lieu of transportation.
- pay for transportation services in the manner prescribed by the resident district board of education in which the student resides when transportation is provided at a cost exceeding the maximum permitted expenditure.

Choice School Responsibilities

It is the responsibility of the administrator of the choice school to:

- submit to each district board of education in which a student resides, on forms prescribed by the Commissioner, the student's name, date of birth, address, grade, one-way mileage from the student's home to the choice school, and the name of the last school of attendance. In the case of special education students, any special transportation needs required by the student's IEP must also be included. This information shall be submitted at the time of each student's enrollment in the choice school or by March 15 preceding the school year in which transportation services are being requested, whichever is later.
- ensure the accuracy of the information contained in the applications (except for the one-way mileage from the student's home to the choice school).
- notify the district boards of education in which the students reside in writing when a student eligible for transportation or aid in lieu of transportation has a change in address or withdraws from the choice school by submitting a new application for transportation.
- submit a new application whenever a student has a change in address.
- submit the choice school calendar to the district boards of education responsible for providing transportation services by May 15 preceding the school year in which transportation is being requested. The school calendar must include the opening and closing times of the school day, days when school is closed, and any schedule which is less than or extended beyond the regular school day.
- certify, on forms prescribed by the Commissioner, that the students who receive transportation services or aid in lieu of transportation were enrolled for each semester of the academic year. The certification forms shall be completed and returned to the district board of education in which each student resides as prescribed by the that board.
- notify the parents of students attending the choice school of their responsibility to complete and return any documents necessary for transportation services or the payment of aid in lieu of transportation required by the district board of education in which the student resides.
- immediately notify the student's resident district board of education in writing when there is a change in the school location.

Resident District Responsibilities

It is the responsibility of the district board of education in which the choice school student resides to:

- determine eligibility for transportation services and provide transportation or aid in lieu of transportation to eligible choice school students in accordance with *N.J.S.A.18A:39-1 et. seq.*
- provide transportation to eligible students within the maximum per student expenditure. District boards of education shall not be required to bid for transportation services but may instead pay aid in lieu of transportation when the request for transportation is received after the start of the school year.

If the cost of this transportation will exceed the maximum permitted expenditure, then the parents or legal guardians of the student may choose to pay the amount over the maximum or receive aid in lieu of transportation. Once the district board of education in which the student resides has been notified in writing that the parents or legal guardians agree to pay the amount over the maximum permitted expenditure, the parents or legal guardians are no longer entitled to receive aid in lieu of transportation for that school year.

Aid in lieu of transportation may be adjusted by the district board of education in which the student resides for late registration or early withdrawal from the choice school.

- prepare routes and determine the method of transportation to be provided to the choice school student.
- notify, by August 1, the parents or legal guardians of the choice school student and the administrator of the choice school regarding the transportation services to be provided.
- submit forms to the administrator of the choice school for the January and May certifications.
- send the “Request for Payment of Transportation Aid” voucher to the parents or legal guardians of the choice school student after each semester in order to pay aid in lieu of transportation.
- establish transportation agreement and payment procedures for transportation services for students whose parents have chosen to pay the cost exceeding the maximum permitted expenditure.

FINDING THE DOE STUDENT TRANSPORTATION WEB SITE

The DOE Student Transportation web site is located at:

<http://www.nj.gov/education/finance/transportation/>

This document explaining choice school transportation procedures, as well as the forms necessary to apply for such transportation, can be found on the web site under the heading “Procedures and Related Documents”.