



## OPEN ENROLLMENT FREQUENTLY ASKED QUESTIONS



**Q: Would you like to attend a school other than your zoned school?**

A: Brevard Public Schools Open Enrollment applications are as follows:

1. An Educational **Location** Option (**ELO**), which is based solely on location, or
2. An Educational **Program** Opportunity (**EPO**), which is based on a curriculum program or theme of study, i.e., Magnet School, Choice School, Career Academy, Career & Tech Ed and International program.

**Q: How can I apply?**

A: The application and information on timelines, frozen schools, etc., can be found on the Open Enrollment/Parental Choice website located at [www.brevardschools.org](http://www.brevardschools.org), select Parents and Students then select Open Enrollment/Parental Choice under the letter "O".

**Q: What is a zoned school of attendance?**

A: A zoned school of attendance is the school your student would attend based on your current home address. Check "[What is my Zoned School?](#)"

**Q: Can I submit an application for my Pre-K Student?**

A: No, the application process is open for students entering Kindergarten through 12<sup>th</sup> grade only.

**Q: Who is eligible to apply?**

A: All applicants must be a Florida resident at the time of application. You will be required to provide two proofs of Florida residency from the approved list of items, i.e., driver's license, lease, voter's card, current utility bill. More information on proof of residency can be found on the [Student Services](#) page of the Brevard Public Schools website.

**Q: Is there a timeline to apply?**

A: Yes, view the [Timelines](#) on the Open Enrollment/Parental Choice website

**Q: Can I apply to more than one location or program?**

A: Yes, you can apply to more than one location or program.

**Q: Is there a fee to apply?**

A: Yes, each application requires a \$30 **non-refundable** application fee.\*

\*Magnet school and BPS Employee ELO applications do not require a fee.



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**Q: Can I receive a fee waiver?**

A: Yes, a fee waiver is available to families that meet the federal poverty guidelines. The fee waiver application can be found on the Open Enrollment/Parental Choice website, under [“forms.”](#) Submit all required paperwork to Open Enrollment Elementary Leading and Learning in order to obtain a fee waiver coupon code **BEFORE** you apply online.

**Q: Do I have to do an application every year?**

A: As long as you are not zoned for the school you are attending, you will be required to complete an online application. If you wish to remain at your current school (same school/same program) for the upcoming school year, you will need to complete a **RENEWAL** application. If you wish to attend a new school or change to a new program for the upcoming school year, you will need to complete a **NEW** application.

**Q: What if I move during the school year or move during the summer to another zone, am I permitted to stay at my current school?**

A: Yes, but you will be required to complete a [“Just Moved”](#) application on your Family Dashboard once you move (not prior to your move). Also, notify the administrator at your school of your new address. Please refer to School Board Policy 5121.

**Q: What is an Open Enrollment Account and why do I have to create one?**

A: An Open Enrollment account is the first step in applying for an ELO or an EPO. You will be required to submit parent/guardian and student information. You will also be required to upload two proofs of residency, i.e., driver’s license and utility statement. The Open Enrollment account pulls your information into the application, making the application process fast and easy.

**Q: I created an Open Enrollment Account, now what?**

A: Congratulations! You now have a [“Family Dashboard.”](#) Your next step is to submit an application following district Open Enrollment timelines.

**Q: What is the Family Dashboard?**

A: The [Family Dashboard](#) is the “hub” of the application process. This is where you can submit, view and check the status of your applications. The [Family Dashboard](#) is also where you will accept or decline any seat offerings with an electronic signature. To access your [Family Dashboard](#), log in using your email address and password entered when creating the account. Please see [www.brevardschools.org](http://www.brevardschools.org) under Parents and Students.

**Q: Do I have to create an Open Enrollment Account every year?**

A: No, once you create an account, you simply go into the [Family Dashboard](#) to submit a NEW or RENEWAL application annually. Student grade information, address and proof of residency will need to be updated as required.



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**Q: How will I know my application was received or accepted?**

A: You can check your application online via the [Family Dashboard](https://www.brevardschools.org) at: [www.brevardschools.org](https://www.brevardschools.org) under Parents and Students.

Additionally, our vendor, Scribbles Software, will send an automated email. If you do not receive an email, check your junk/spam folder. All further communications will come directly from the school.

**Q: Why do I need to accept or decline my seat?**

A: This process, for new and renewal applicants, confirms your intent to register at the school or allows the school to offer the seat to another applicant.

**Q: What does it mean when my students' application is waitlisted?**

A: After the lottery, applicants that are not offered a seat will be waitlisted. The position number indicates how many applications are ahead of your student's application waiting for an available seat. Schools can offer seats from the waitlist up until 2 weeks prior to the first day of school.

**Q: I applied to more than one school. I have been offered a seat at one of the schools but am still waitlisted at the other school. If I accept the seat at the first school, will it cancel my waitlist position at the second school?**

A: No, accepting a seat at one school does not cancel any waitlist positions at another school. The waitlist position remains active until either the second school offers you a seat or the Open Enrollment application cycle ends for the school year. Note: Parents cannot commit to more than one seat at one school per child in the Open Enrollment process. If the second school does offer you a seat, you can accept it, which will automatically cancel your seat at the first school.

**Q: If my child does not get in, will he/she keep his/her place on the waiting list for the following school year?**

A: No. If parents wish to have their child attend the school the following school year, a new application must be submitted.

**Q: How do I commit to an Educational Program?**

A: Once you are offered a seat, you will be required to log in to your [Family Dashboard](https://www.brevardschools.org) and sign an electronic commitment letter. You may only commit to one school and it MUST be accepted by the designated deadline.



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**Q: If my child is attending a school on an EPO, does my child have to remain in the Educational Program to stay at the school?**

A: Yes, they must remain actively enrolled in the educational program. If a student withdraws from the educational program during the school year they MUST return to their zoned school of attendance.

**Q: How can I view the Terms & Conditions agreed upon after submitting an application?**

A: Brevard Public Schools Open Enrollment [Terms & Conditions](#) are located online on the Open Enrollment/Parental Choice website located at [www.brevardschools.org](http://www.brevardschools.org), select Parents and Students then select Open Enrollment/Parental Choice under the letter "O".