

March 23, 2020

MEMORANDUM

To: Principals with Prekindergarten Programs
(PreK VE, Head Start, VPK)

From: Marilyn Chappie, Director
Elementary Leading & Learning

Re: Educational Location Option for PreK Students Going to Kindergarten

The Division of Equity, Innovation and Choice has created a parent letter that schools may provide to prekindergarten parents explaining that prekindergarten placement does not automatically guarantee kindergarten placement at the current school. If a family does not currently live in the schools' attendance zone, they would have to apply for a NEW Educational Location Option (ELO) for kindergarten.

It is highly recommended that all prekindergarten programs provide parents this information and utilize the attached letter now for next year's placement. Principals may access the editable letter on the Innovation, Equity and Choice SharePoint site.

If you have any questions, contact Early Childhood at 321-633-1000 ext. 11340 or Equity, Innovation and Choice at 321-633-1000 ext. 11395.

Approved: 
K. Jane Cline, Assistant Superintendent
Elementary Leading & Learning

Attachment

C: District Administration
School Secretaries

Marilyn Chappie, Director
Elementary Leading & Learning
Phone: (321) 633-1000, ext. 11340 • FAX: (321) 633-3520



**BELOW IS A SAMPLE LETTER TO SEND TO PreK VE, HEAD START or VPK PARENTS
REGARDING EDUCATIONAL LOCATION OPTION
Send on School Letterhead**

Date

Dear PreK VE Parent(s)/Guardian(s):
Head Start Parent(s)/Guardian(s):
VPK Parent(s)/Guardian(s):

Your child has been participating in the **name of program** at **School Name** Elementary School. Student assignment to this program may have a residential address that indicates a different “zoned” school of attendance for kindergarten. Please do not assume participation in the program leads to an automatic roll up into the kindergarten class of **School Name** Elementary.

Please verify your zoned school of attendance by going to the Brevard Public Schools website (brevardschools.org), select the Parents & Students tab then select school locator or go directly to <http://apps.schoolslocator.com/?districtcode=00778>

If you are interested in continued enrollment at **name of school** Elementary School, Educational Location Option (ELO) process and application information is available at: www.eic.brevardschools.org.

Some schools are frozen to new ELO's based on School Board policy 5121. The list of frozen schools can be found at www.eic.brevardschools.org

Please note: ELO applications are for **K-12 only**, therefore, if you are currently enrolled in **name of program** and will be applying for your upcoming kindergartner then a “NEW” application needs to be completed. If you select “Renewal,” your application will be denied. The application timeline for elementary schools is **May 1 – June 5, 2020**.

Sincerely,

Principal