

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark W. Mullins, Ed.D., Superintendent



MEMORANDUM

TO: BPS Principals

FROM: Stephanie Archer, Assistant Superintendent
Equity, Innovation and Choice *SA*

DATE: July 29, 2019

RE: NEW to Brevard – Controlled Open Enrollment Process

Each year the controlled open enrollment (ELO/EPO) process has an identified and definitive timeline for applications. Beginning in the 2019-2020, the School Board members have requested the Division of Equity, Innovation and Choice (EIC) to develop a new controlled open enrollment process for families who move to Brevard after the application window closes.

While EIC will handle these requests on a case-by-case basis, we need you to understand the process. This process only applies to families who have newly relocated to Brevard County and express an interest in attending a school outside their new residential zoned school of attendance.

Detailed criteria and specific application processes are posted on the EIC website www.eic.brevardschools.org however, listed below are some of the critical points for review:

- In order to be granted permission to attend a school outside the family's new residential zoned school of attendance, the following stipulations must be met:
 - School/Program requested by the family must have capacity to accept new students; class size amendment adherence and school must not be identified by the district as frozen,
 - The grade level, at the school requested, did not have pre-existing waitlist for the 2019-2020 application cycle,
 - Student may not be enrolled in a Brevard County traditional, charter, home education, virtual or private school prior to their request,
 - Parent/Guardian must provide two (2) recent proofs of residency with an address from out of county/state,
 - Parent/Guardian must provide two (2) proofs of new Brevard County residency, and
 - Parent/Guardian must complete an online interest form and create an Open Enrollment Account via the district's Family Dashboard.

Please share this information with your office staff so they are prepared to assist families who are new residents to Brevard. For questions or assistance, you may contact my staff at (321) 633-1000, ext. 11395.

Stephanie R. Archer, Assistant Superintendent
Division of Equity, Innovation & Choice
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