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**New Jersey Department of Education**

**Office of Interdistrict Public School Choice**

**District Application for Amendment of**

**Interdistrict Public School Choice Program**

July 2023

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| **Purpose** |

Please fill out this short application if your choice district would like to:

* amend the grade levels that choice students may attend,
* add a new specialized program that choice students can attend, or
* amend the selection criteria for an existing specialized program[[1]](#footnote-1) that has been approved to accept choice students.

*Any approved amendments will not impact the number of choice seats the Department will approve for the district.*

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| **Submission Instructions** |

Format: Type all responses and submit electronically as a Word document or PDF.

Submission:

* + Submit an electronic copy of the completed application (Word document or PDF) and board resolution stating the board’s approval of the changes to its choice program to [pschoice@doe.nj.gov](mailto:pschoice@doe.nj.gov).
  + The subject line in the email should read:   
    Choice District Application for Amendment-<District Name>

Due date: **July 31 of the school year prior to student enrollment in the new program or grades** [[2]](#footnote-2)**.**

Notification: Applicants will be notified of approval or denial by **August 31 of the school year prior to student enrollment in the new program or grades**.

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| **Section I: District Information** |

1. Complete the chart below with your district’s information.

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| **County/District Code** |  |
| **District Name** |  |
| **County Name** |  |
| **Mailing Address** |  |
| **District Website** |  |
| **District Grade Levels** |  |
| **Superintendent’s Name** |  |
| **Superintendent’s Phone** |  |
| **Superintendent’s Email** |  |
| **Primary Choice Contact’s Name (if not superintendent)** |  |
| **Primary Choice Contact’s Phone (if not superintendent)** |  |
| **Primary Choice Contact’s Email (if not superintendent)** |  |

1. If the district has any school with choice students enrolled that is categorized as a Comprehensive or a Targeted School, pursuant to N.J.A.C. 6A:33-2.2 and 2.3, list them below*. Please note that no new grades may be added in these schools.*

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| **Section II: Description of requested amendment/s** |

1. What type of amendment is your district applying for?

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| **Type of amendment** | **Yes/No** | **Brief description of amendment desired** |
| Additional grades -- answer question 2 only |  |  |
| Existing specialized program with new/revised selection criteria – answer questions 2 and 3 |  |  |
| New specialized program that choice students can attend – answer questions 2 and 3 |  |  |

1. Provide a brief description of your current choice program/s and your reasons for amendment.
2. If your district is applying for a *change in the selection criteria* for an existing specialized choice program or a *new specialized program*, explain:
3. What specific criteria will be used in the student selection process and how will the new selection criteria be developmentally appropriate, non-discriminatory and directly related to ensuring student success in the program
4. The district’s plan for ensuring equity of access in its recruitment and admissions policies, pursuant to *N.J.S.A.* 18A:36B-20 and *N.J.A.C.* 6A:12-2.2 *et seq.*

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| **Section VI: Certification** |

I certify that the district’s administration has read and understands the [Interdistrict Public School Choice Statute and Regulations](http://www.state.nj.us/education/nonpublic/resources/), as well as the Department of Education choice program policies.

I further certify that to the best of my knowledge and belief the information contained herein is true, accurate, and correct.

Signature of Chief School Administrator Print Name of CSA Date

Date of Board Approval

1. A specialized program is a program offered by a choice district that uses student selection criteria for admission, in compliance with *N.J.S.A.* 18A:36B-20.b. [↑](#footnote-ref-1)
2. An exception will be granted in the 2023-2024 school year: The application amendment deadline will be extended to August 25, 2023. [↑](#footnote-ref-2)