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## School Finance Newsletter from the Indiana Department of Education

Indiana Department of Education sent this bulletin at 05/17/2024 08:00 AM EDT



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## School Finance Newsletter

This monthly newsletter from the Indiana Department of Education (IDOE) combines new information, resources, and support for school finance professionals in a single location.

### Office of School Finance

#### Common School Advancements Charter Schools

IDOE's Office of School Finance is now accepting applications for construction and technology loans from charter schools. To be considered, applications must be received no later than 4:30 p.m. ET on Friday, May 31. Applications can be found in the Public School Finance Community in Moodle under Common School Funds > [Spring](#) > Charter Schools. Contact [commschofund@doe.in.gov](mailto:commschofund@doe.in.gov) with any questions.

#### Form 54 Unavailable Due to Maintenance

Form 54 will be down for maintenance beginning Friday, May 17, at 3 p.m. ET. An announcement will be made when it is available again.

### Choice Scholarship Program

#### Choice School Application

The application to participate in the Choice Scholarship Program for the 2024-2025 school year is open. Application materials are posted in the Non-Public School Community in Moodle and on the [Choice webpage](#).

#### Choice Student Applications

The student application for period 1 Choice awards is open through Sunday, September 1. Schools must first apply and be approved to participate in the 2024-2025 Choice program to have access to the student application.

Some reminders regarding common issues:

- If the student's special education/special education vouchers (SE/SV) record is not found with a student who has an Indiana IEP, submit the application. It will then go to a pending status and a specialist will verify the student's special education eligibility. Please email [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov) if you have a pending student application.
- If you get a message that the Reference ID does not match the STN of the student, email the STN and Reference ID number to [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov). IDOE will verify the information and if it is correct, the match will be made so that the student's application will accept the Reference ID number.

#### Enrollment for Choice Students

All students enrolled in your school should have enrollment reported in Data Exchange. If a student is withdrawn, an exit date is required to be reported. Do not delete the enrollment record. Entry and exit

dates must be reported within five days of the student's enrollment or withdrawal. If a student has missed 20 consecutive school days, the exit date must be reported for the student. The exit date is the last day the student attended. All entry and exit dates should be dates that are reported as instructional days on your school calendar.

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### Choice Shadow Program

Any school personnel interested in participating in the Choice Shadow Program can register for a visit using the [Choice Shadowing Program Request Form](#). Space is limited, so please sign up if you are interested.

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### Communication

If you have any changes in school personnel, complete a Choice Contacts Form. The form can be found in the [Choice Scholarship Program Documents](#) in the Non-Public School Community in [Moodle](#). When sending an email, please be sure to identify your school number in the subject line. As a reminder, when emailing regarding a student, to be in compliance with FERPA, do not include both the student name and STN in the same email.

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### School and Corporation Profile Amendment Window

The school and corporation profile amendment submission window for the 2023-2024 school year is open. In order to ensure that IDOE maintains accurate information, all schools and corporations must provide notice when changes are made that affect school openings, closures, and reconfigurations. Information on the submission process can be found [here](#). Schools that have changes in grade configurations will not be able to access those grade levels in the student Choice application until the profile amendment has been approved through the Office of Accountability. Contact IDOE's [Office of Accountability](#) with any questions.

Upcoming Dates

<b>Friday, May 17, at 3 p.m. ET</b>	Form 54 unavailable until further notice
<b>Friday, May 31, 4:30 p.m. ET</b>	<a href="#">Charter School Construction and Technology Loan Application Deadline</a>
<b>Sunday, September 1</b>	<a href="#">Choice Scholarship Program Application Deadline</a>
<b>Sunday, September 1</b>	Period 1 Choice Student Application Deadline

Additional Resources

- [IDOE's Finance webpage](#)
- [IDOE's Data Exchange webpage](#)
- [Moodle Finance](#)
- [LINK Portal](#)
- [IDOE's Indiana Choice Scholarship Program webpage](#)
- [Moodle Non-Public School Community](#)



## Department News

- [05/15/24 Gov. Holcomb Meets with 2024 STEM Team Students](#)
- [05/09/24 Indiana Department of Education Announces 2023-2024 STEM Certified Schools](#)
- [05/08/24 To Help Overcome Indiana's Literacy Crisis, Additional Training Opportunities Now Available for Educators](#)

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