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School Finance Newsletter from the Indiana Department of Education

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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

NEW: November Tuition Support Payment

Please read this [memo](#) regarding the Friday, November 15, tuition support payment. Contact IDOE's [Office of School Finance](#) with any questions.

NEW: Summer School Payment

The Summer School Reimbursement will be made on Wednesday, November 20. Contact IDOE's Office of School Finance with any questions.

Choice Scholarship Program

Period 2 Choice Student Application

The application window for submitting period 2 student applications is now open and closes on Wednesday, January 15, 2025. Participating Choice Scholarship schools may submit a period 2 application for students who did not have a period 1 Choice application at the same school or for students who were withdrawn and returned. Students with a period 1 Choice application who remain at your school do not need to have a period 2 application submitted.

When entering student Choice applications for period 2:

- The Endorsement Form is available at the time the application is approved. It is recommended that the form is printed and presented to the parent/guardian for signatures at the time the parent/guardian completes the other required paperwork for the application.
- Endorsement forms can be uploaded beginning on Thursday, January 16, 2025.
- The School Choice Scholarship Report should be reviewed for accuracy in submitting information on the students' applications. This report can be downloaded from the STN Application Center. Applications can be submitted and changes can be made to applications through Wednesday, January 15, 2025.

Choice Student Files

Student Choice files are required to be kept for three years. The current year must be in physical form. As a reminder, every student file should include:

- Documentation of income eligibility;
- Parent Agreement Form, signed by school representative and parent/guardian;
- Summary Sign-Off Form, signed by school representative and parent/guardian;
- Estimated award letter; and

- Special Education Service Provider Form (for students with special education eligibility), signed by school representative and parent/guardian.

Monitoring Reports

November updates to the Choice school monitoring reports have been placed in your school's Google folder. If you have questions regarding the report, contact your Choice Specialist.

Office Hours

The next sessions of Choice office hours will be held on Tuesday, December 10. Sessions start every half hour beginning at 9 a.m. ET with the last session beginning at 11 a.m. ET. The link to join the meeting is posted in the Non-Public School Community in Moodle.

Communications

- In compliance of FERPA regulations, do not include both student name and STN in the same email.
- When sending email to your Choice specialist or to the Choice general email, include your school number in the subject line.
- Weekly Choice announcements are sent through the Non-Public School Community (Moodle). If you are not receiving the notifications, check the preferences in your Moodle profile. If you have not joined the community, please do so. If you need assistance, contact your Choice Specialist or email ChoiceSchool@doe.in.gov.
- Information for all schools is published weekly in Dr. Jenner's Weekly Update. Click [here](#) for previous editions and to be added to the mailing list.

Special Education Reporting

Data for special education students is certified in December. Choice schools that have been selected as the service provider for Choice students' special education plans should review reported data for accuracy in anticipation of certification. Choice schools that have eligible students who have selected the public school corporation to provide their special education services will be reported for special education by the public school corporation. If you need assistance with reporting, first contact your SIS and if they are unable to assist, submit a help desk ticket [here](#).

Special Education Endorsement Forms

Endorsement forms for students who receive their special education services from the Choice school will be available once the students' special education data has been reported. The special education endorsement forms will be uploaded between Wednesday, December 4, and Thursday, January 9.

Office Closure

The Indiana Department of Education (IDOE) will be closed on Thursday November 28, and Friday, November 29, for Thanksgiving.

Upcoming Dates



Friday, November 1, through Monday, January 15	Period 2 Choice Application Window
Wednesday, November 20	Summer School Reimbursement Payment
Thursday, November 28, and Friday, November 29	IDOE offices closed for Thanksgiving
Tuesday, December 10, from 9 a.m. to 11 a.m. ET	Choice office hours

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

- 11/12/24 Intentional Investments in Summer Math and Reading Support Show Return on Investment for Students
- 11/08/24 Indiana Schools Recognized for Commitment to Service Members, Veterans and Families

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