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## School Finance Newsletter from the Indiana Department of Education

Indiana Department of Education sent this bulletin at 12/20/2024 12:00 PM EST



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.

### New Email Newsletter Provider Beginning in 2025

The state of Indiana will be transitioning its newsletters from GovDelivery to Salesforce Marketing Cloud effective January 1, 2025. Current subscribers to IDOE newsletters, including the School Finance Professionals newsletter, *do not need to take any action*, as subscribers will carry over to the new platform. We look forward to continuing to share important updates and information in the future via Marketing Cloud. Contact IDOE's [Office of Communications](#) with additional questions.

### Office of School Finance

#### Curricular Materials

The fiscal year (FY) 2025 curricular material reimbursement was distributed on Tuesday, December 17. Please see this [memo](#) for more information. **Remember to transfer any remaining balance to the Education fund prior to Tuesday, December 31.** Contact IDOE's [Office of School Finance](#) with any questions.

#### Form 9

Form 9 submissions for the period July 2024 through December 2024 will open on Wednesday, January 1. Submissions are due to the department by Friday, January 31. Please send questions to [form9@doe.in.gov](mailto:form9@doe.in.gov).

#### Indirect Cost Rates for Fiscal Year (FY) 2026

On Wednesday, January 1, the Office of School Finance will begin accepting applications from local education agencies (LEAs) eligible to receive FY 2026 Indirect Cost Rates. School corporations and charter schools that provided Form 9 financial information for FY 2024 are eligible to receive a restricted and an unrestricted indirect cost rate in FY 2026. New charter schools are eligible to apply but will be subject to the median rate. This [memo](#) includes the application instructions. Contact [icr@doe.in.gov](mailto:icr@doe.in.gov) with any questions.

### Choice Scholarship Program

#### Choice Scholarship Period 2 Applications for Students

Students may apply for a Choice Scholarship award for period 2 of the 2024-2025 school year through Wednesday, January 15, 2025. Choice schools should be reviewing information submitted on applications. Student Choice applications for period 2 can be edited or re-submitted through Wednesday, January 15.

#### Choice Scholarship Period 2 Endorsement Forms

Endorsement Forms for period 2 Choice Scholarship award recipients are available upon approval of the student's application. The window to upload signed endorsement forms for period 2 Choice students will

be available beginning Thursday, January 16, and must be uploaded on or before Friday, February 28. As a reminder, signatures must be verified with a time/date stamp or be a 'wet' signature. Stamped signatures and using cursive fonts are not accepted. A document outlining the process to download and upload endorsement forms is posted in the Non-Public School Community on Moodle. For more assistance with download or upload of the forms, contact [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).

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### Special Education Endorsement Forms

Endorsement Forms for Choice Scholarship award recipients with special education eligibility that are receiving their special education services from the Choice school are available upon submission and transmission of the data from DEX to STN Application Center. The upload for signed endorsement forms for eligible special education students is available once the data has been reported in Data Exchange and exported to the STN Application Center. The endorsement forms must be signed and uploaded on or before Friday, February 28. As a reminder, signatures must be verified with a time/date stamp or be a 'wet' signature. Stamped signatures and using cursive fonts are not accepted. A document outlining the process to download and upload endorsement forms is posted in the Non-Public School Community on Moodle. For more assistance with download or upload of the forms, contact [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov).

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### Choice School Application for the 2025-2026 School Year

The application for schools to apply to participate in the Choice Scholarship Program for the 2025-2026 school year will open on Friday, January 31. The packet of application materials will be posted on the Choice Scholarship Program website and in the Non-Public School Community on Moodle. Schools wishing to participate in the program should take the time now to review accreditation status and school policies. Schools should only submit their application to be a Choice school after the admission, tuition, fee, and discount policies are final. Accreditation must be through the State Board of Education (SBOE) or through an agency recognized by SBOE and must be in good standing for the entire 2025-2026 school year. A list of accrediting agencies recognized by SBOE is posted on the [Accreditation](#) webpage. School Choice applications submitted prior to Friday, January 31, will not be accepted. The deadline to apply to be a participating Choice school for the 2025-2026 school year is Monday, September 1.

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### Period 2 Membership Census Date

The Census Date for period 2 Membership is Monday, February 3. Choice students should be identified as such with ADM type 10 for funding in data reported in Data Exchange. When reporting period 2 membership data, all Choice students – period 1 and period 2 Choice Scholarship award recipients - should be included. Only students with valid period 2 membership may be included in the Choice payment to the school. Choice schools should work with their SIS to report data and resolve any trouble in reporting. If the SIS is not able to resolve the problem, submit a help desk ticket [here](#).

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### Choice Student Application Training

The STN Application Center is being sunset for Choice after the period 2 application period of the 2024-2025 school year. Beginning with period 1 student Choice applications for the 2025-2026 school year, schools will be entering the applications in a new system. Training will be offered before the student application opens on Saturday, March 1.

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### Ombudsman

Please help us in welcoming Brittany Kronmiller as the new Ombudsman for the Indiana Department of Education. Information from the Ombudsman can be found in the Non-Public School Community in Moodle and can contact her at [ombudsman@doe.in.gov](mailto:ombudsman@doe.in.gov).

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### Monitoring Reports

Monitoring reports are updated monthly and placed in Choice School Google folders. The December update to the reports was placed in folders on Friday, December 13. The January update to the reports will be placed in folders on Friday, January 17.

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**Office Hours** – Please join us for office hours again on Tuesday, January 14. Each session of Choice Office hours begins with a short agenda of current events and then is opened up for questions and comments from schools. Please don't hesitate to take advantage of this opportunity to speak virtually with the Choice team. The dates and times for office hours for 2024-2025 are shown below. The link to join is [here](#). Choice Office Hours information and the link to join is also posted in the Non-Public School Community in [Moodle](#).

- Tuesday, January 14
- Tuesday, March 11
- Tuesday, June 3
- Tuesday, July 8

The sessions begin on the half hour, the first is at 9 a.m. ET. The final session begins at 11 a.m. ET. Each session begins promptly at the assigned time and lasts until there is no additional discussion for up to 30 minutes each session. Click this [link](#) to join at the time that is most convenient for you.

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## Office Closure

IDOE will be closed Tuesday, December 24, and Wednesday, December 25, for Christmas, Wednesday, January 1, for New Year's Day, and Monday, January 20, for Martin Luther King Jr. Day.

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## Communications

- In compliance of the Family Educational Rights and Privacy Act (FERPA) regulations, do not include both student name and STN in the same email. For additional information about FERPA, see this [website](#).
- 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](mailto: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.
- Choice program announcements are made each Friday in the Non-Public School Community in Moodle. If you have not yet joined this community, contact [ChoiceSchool@doe.in.gov](mailto:ChoiceSchool@doe.in.gov) for information on how to create an account and join.

## Upcoming Dates



<b>Tuesday, December 24, and Wednesday, December 25</b>	IDOE offices closed
<b>Tuesday, December 31</b>	Deadline to transfer remaining curricular material fund balance to the education fund
<b>Wednesday, January 1</b>	IDOE offices closed
<b>Tuesday, January 14, from 9 to 11:30 a.m. ET</b>	Choice office hours
<b>Wednesday, January 15</b>	Period 2 Choice applications due
<b>Thursday, January 16, through Friday, February 28</b>	Choice scholarship period 2 endorsement forms available
<b>Monday, January 20</b>	IDOE offices closed
<b>Friday, January 31</b>	Form 9 submissions due
<b>Friday, January 31, through Monday, September 1</b>	Window for schools to apply to participate in the Choice Scholarship program for the 2025-2026 school year
<b>Monday, February 3</b>	Census date for period 2 membership
<b>Friday, February 28</b>	Deadline to submit special education endorsement forms
<b>Tuesday, March 11, from 9 to 11:30 a.m. ET</b>	Choice office hours
<b>Tuesday, June 3, from 9 to 11:30 a.m. ET</b>	Choice office hours
<b>Tuesday, July 8, from 9 to 11:30 a.m. ET</b>	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

- 12/19/2024 DeKalb County Teacher Surprised with \$25,000 Milken Educator Award
- 12/12/2024 Ripley County Teacher Surprised with \$25,000 Milken Educator Award
- 12/11/2024 New Indiana Diploma Requirements Approved with Unanimous Support

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