



## Guidance for Reporting School Choice

### Overview

School choice is reported in the June Student Enrollment and Attendance file. The school choice field is used to capture if a student was eligible, offered, applied or received the school choice option.

Schools in the district which are both Title I and in School Improvement are required by law to offer school choice to students if an attendance center is available in the district. Schools which do not meet these requirements are not allowed to operate or report a school choice option.

### School Choice Options

The school choice field has 4 available codes. Below are examples on reporting each of these codes.

**Eligible** – This code indicates that a student was eligible, but was not offered school choice. This might occur if a student joins a district late in the year.

**Offered** – This code indicates the student was offered the school choice option, but remained in the school and did not choose to apply.

**Applied** – This code indicates the student applied for the school choice option but for some reason was not granted school choice. This should not occur unless there are special cases. Contacting DESE before using this code would be advised.

**Received** – This code is reported by the receiving school and indicates the student has received the school choice option. Once a student has received school choice they are no longer associated to the school which they left and are considered a resident student of the new school.

### Common Reporting Scenario

**Reporting a First Year school choice student** - The most common scenario for a first year school choice student would be represented by two records in the June Student Enrollment and Attendance file. The first record will be reported with a reporting school code of the sending school (Title I/School Improvement School) as Transfer Out using exit code T002. The exit destination information will be required and should contain the school code of the receiving school. The second record will be reported with the reporting school code of the receiving school as a Transfer In using an entry code of R102 and the school choice value would be "R".

**Reporting Subsequent years for school choice student**- The most common scenario for reporting subsequent years for a non-mobile school choice student would require just one record in the June Student Enrollment and Attendance file. The subsequent year would be reported with a single record with a reporting school code of the receiving school as a Remained Advanced or Retained using an entry code of R101 or R102 and the school choice value would remain "R".