



CONTROLLED

OPEN

ENROLLMENT

DECEMBER 9, 2022

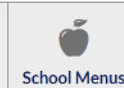
**PRESENTER**

DR. VALERIE HYER,  
COORDINATOR, CHARTER SCHOOLS  
MANATEE COUNTY  
FACSA VICE-PRESIDENT

# Senate Bill 2454 applies to Districts *and* Charter schools

**SB 2454** Modifies provisions related to **controlled open enrollment** and requires schools district and **charter schools to identify and disclose on their websites the capacity for its schools, by grade level and to update such date every 12 weeks.**

- 1** Controlled Open Enrollment
- 2** Identify and Disclose on websites the capacity for its school, by grade level
- 3** Update this information every 12 weeks (quarterly)



OFFICE OF STUDENT ASSIGNMENT

Office of Student Assignment

Registration Information

Register to Ride

Home Education

K-12 Scholarship Programs

Manatee Virtual School 2022-2023 School Year

School Choice

Student Transfers

+ School Locator & Attendance Zones

SCHOOL CHOICE



2023-2024 School Choice applications are accepted December 1-31, 2022.

School Choice allows a parent/guardian to request enrollment for their child(ren) in a School District of Manatee County K-12 public school that has not reached capacity.

Parents may use School Choice to enroll their children in innovative programs like International Baccalaureate (IB), Advanced International Certificate of Education (AICE), WOZ-Ed Pathways, Visual & Performing Arts, Dual Language, and Career Academies in areas such as Design & Engineering, Business & International Studies, Medical and more.

Please note, students enrolled in School Choice are not eligible for school bus transportation with the exception of Johnson K-8 (IB), Palmetto High (AICE), and Southeast High (IB). Transportation of students to/from all other choice schools is the responsibility of the parent/guardian.

INFORMATION

- [Available Seats by School/Grade](#)
- [SDMC Choice Plan](#)
- [School Choice Information Guide](#)
- [Guía Informativa Sobre Elección de Escuela](#)
- [Contact Schools to Schedule a Tour/Visit](#)
- [VPK Choice](#)

LINKS

- [FOCUS Parent Portal Help](#)
- [Florida Department of Education \(Other Choice Options/COE\)](#)
- [Conoce Tus Opciones Escolares](#)
- [Schoolchoiceweek.com](#)

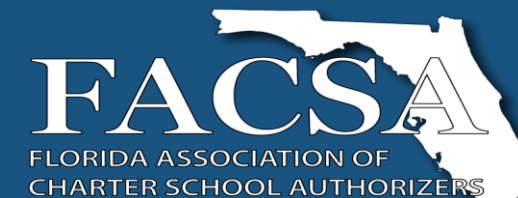
SCHOOL CHOICE EVENTS

District-Wide

2023-2024 School Choice Fair  
Friday, December 2, 2022  
5:30pm - 7:30pm

# District Example – Manatee County

- Department / Office of Student Assignment / School Choice
  - Available Seats by School and Grade
  - SDMC Choice Plan
  - FDOE Other Choice Options

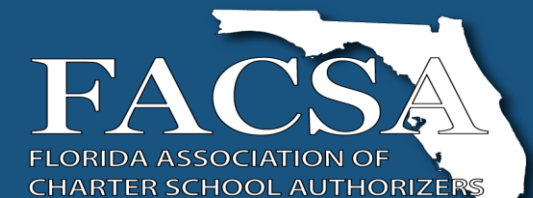


School District of Manatee County										Availability updates								
2022-2023										September 1 2022								
Controlled Open Enrollment										October 10 2022								
School Availability										January 10 2023								
October 10 2022										March 13 2023								
Seats are limited and may be taken after update.																		
Elementary Schools										Key								
Grades										Available seats are based on allocation and capacity								
	K	1	2	3	4	5												
Anna Maria (0031)																		
Ballard (0051)																		
Bayshore (0061)																		
Manatee (0151)																		
Miller (0221)																		
Myakka (0231)																		
Oneco (0261)																		
Rogers Garden (0271)																		
Palma Sola (0291)																		
Palmetto (0301)																		
Prine (0381)																		
Daughtrey (0411)																		
Samoset (0421)																		
Tillman (0521)																		
Blackburn (0541)																		
Moody (0601)																		
Abel (0621)																		
Stewart (0631)																		
Bashaw (0641)																		
Braden River (0651)																		
Sea Breeze (0671)																		
Tara (0681)																		
Witt (0701)																		
Kinnan (0741)																		
McNeal (0771)																		
Freedom (0781)																		
Mills (0791)																		
Willis (0801)																		
Williams (0811)																		
Gullett (0821)																		
Harvey(0857)																		
K8 Schools										K	1	2	3	4	5	6	7	8
Johnson K8-IB																		
%100 Choice																		
Palm View K8																		
Middle Schools										6	7	8						
Sugg (0581)																		
King (0611)																		
Braden River (0652)																		
Haile (0711)																		
Nolan (0752)																		
Lee (0761)																		
Buffalo Creek (0842)																		
Jain (0853)																		
Lincoln(0861)																		
High Schools										9	10	11	12					
Bayshore (0072)																		
Manatee (0181)																		
Palmetto (0351)																		
Southeast (0431)																		
Lakewood (0721)																		
Braden River (0762)																		
Parrish Community(0852)																		



Manatee County provides stakeholders a viewable Excel Spreadsheet listing each school and the availability of seats by grade level.

This information may be downloaded as a PDF document directly from the Office of Student Assignment Home Page.





## School District of Manatee County School Choice Plan 2022/2023

**School Choice plays a vital role in accomplishing the district's strategic mission:  
Educate and develop all students today for their success tomorrow.**

### **Historical Overview of the School Choice Program**

Manatee County's Choice Program was first implemented during the 1998/99 school year at the high school level. Over the next two years, the Choice Program was expanded to include the middle and elementary school levels.



# Manatee County School Choice Plan

## School Choice General Information

- A student's zoned school is the school in the boundary area based on the enrolling parent's home address. A student's choice school is the one for which is applied to attend outside of the zone boundary area.
- Only students wishing to change schools need to apply for School Choice. Completing an application does not guarantee assignment to a Choice School. Students living in or moving into a zone are guaranteed a seat in their zoned school and do not have to apply during the Open Enrollment period.
- Students who are currently attending a school through the Choice Program should not apply if they wish to remain at their Choice School. The choice assignment is good through the highest grade level at the Choice School.
- A principal may recommend the revocation of Choice for any student who fails to comply with all attendance, discipline and punctuality standards.
- Applications for School Choice are considered factoring class size allocation capacity through the Focus SIS computer software program.
- Choice priority status is verified for district employee dependents, active-duty military, foster care or court-ordered custody arrangements, siblings within the same school, and students living in the District.
- Career Academy selections are a separate process, further details available through ACT at 941-751-6550 x 43006.
- Visit Blackburn Elementary, Samoset Elementary, Johnson K8, Buffalo Creek Middle, Bayshore High, Southeast High or Palmetto High to apply for the IB or AICE programs. These programs recommend tours and added eligibility requirements. Must submit the Special Program Choice - AICE/IB application.
- Parent(s) or guardian(s) that enroll their child(ren) through the Choice program are ineligible for school bus transportation, The parent or guardian must transport their child(ren) to the attending school.

## Controlled Open Enrollment Dates

**December 1-31**

Applications require active Parent Portal account and are submitted online via:

**[ManateeSchools.net/focus](https://ManateeSchools.net/focus)**

Instructions available online at:

**[ManateeSchools.net/schoolchoice](https://ManateeSchools.net/schoolchoice)**

## Application Details

Online Choice Application requires an active FOCUS Parent Portal account. Parents with an active FOCUS account linked to their applicant already enrolled in a Manatee County School may access the 2023/2024 Choice Application beginning December 1st, through their FOCUS login.

If applicant has NEVER enrolled in the School District of Manatee County, go to Student Registration on the District website by clicking the link:  
<https://www.ManateeSchools.net/registration> and selecting: "Click to enroll 'NEW' K-12 Student for the first time."

Choice Application must be submitted by the "Enrolling Parent" per School District of Manatee County Policy.

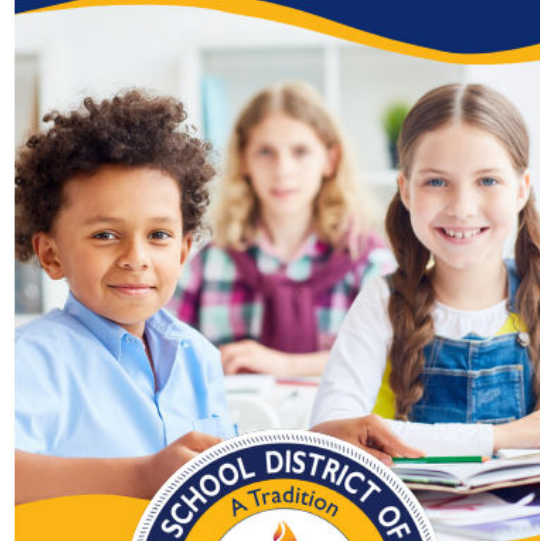


**Office of Student Assignment**  
**1400 1st Avenue East**  
**Palmetto, FL 34221**  
**[studentassignment@manateeschools.net](mailto:studentassignment@manateeschools.net)**  
**941.708.4971**

October 2022

# OPEN ENROLLMENT SCHOOL CHOICE

**2023-2024**



**[ManateeSchools.net](https://ManateeSchools.net/schoolchoice)**  
**[/schoolchoice](https://ManateeSchools.net/schoolchoice)**

# Manatee County School Choice Brochure

**FACSA**  
FLORIDA ASSOCIATION OF  
CHARTER SCHOOL AUTHORIZERS



Manatee County provides a link to the FDOE CONTROLLED OPEN ENROLLMENT information for stakeholders.

[Charter Schools](#)[Contact Us](#)[School Choice Resources for Parents](#)[Facts & Figures](#)[Secured Login](#)[Directories](#)[Directory of Magnet Schools](#)

## CONTROLLED OPEN ENROLLMENT

The Florida Legislature recognizes the value of an educational system that provides numerous and meaningful options for students and their parents. In order to promote and encourage parental involvement and ensure students have access to a school that meets their needs, the Florida Legislature enacted [Section 1002.31, Florida Statutes](#), which directs each school district to develop a controlled open enrollment plan.

A controlled open enrollment plan allows school districts to make student school assignments using parents' indicated preferential school choice as a significant factor.

- Each district school board and charter school must adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity.
- The controlled open enrollment plan is in addition to the existing choice programs such as magnet schools, alternative schools, special programs, advanced placement, and dual enrollment.
- District and charter school capacity determinations must be current and must be identified on their respective websites. Districts must incorporate the specifications, plans, elements, and commitments contained in the school district educational facilities plan and the long-term work programs required under Section 1013.35, Florida Statutes, into their capacity determinations.

Districts must provide preferential treatment in their controlled open enrollment processes to:

- Dependent children of active duty military personnel whose move resulted from military orders;
- Children who have been relocated due to a foster care placement in a different school zone;
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent; and
- Students residing in the district.

For more information about a district's Controlled Open Enrollment plan, please contact the district. Contact information for each district can be found at the following link: [School District Contact Information](#)

- Charter schools are required to annually post on their website the application process to participate in their controlled open enrollment plan. For questions about charter school plans, please contact the charter school. Contact information for each charter school can be found at the following link: [Charter School Directory](#)



# MONITORING CHARTER SCHOOL CONTROLLED OPEN ENROLLMENT

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- ✓ Charters must annually demonstrate in ChartersLink on the template for Class Size /Controlled Open Enrollment / Enrollment Process that they have met the requirements per FL statutes for these three items.
- ✓ Charters must annually provide in ChartersLink on the Website URL template a link directly to the controlled open enrollment information on their website.
- ✓ The Charter Specialist checks the website quarterly to ensure compliance is met.





## School District of Manatee County Charter School Compliance: Class Size, Controlled Open Enrollment & Enrollment Process

<b>Charter School Name:</b>			
<b>Compliance to Class Size:</b>			
In compliance with Section I, Article IX of the State Constitution, relating to class size requirements for Charter Schools, and as calculated pursuant to Section 1002.33 (16)(b)3, Florida Statutes: <ul style="list-style-type: none"> <li>o K-3 classrooms will have an overall average of 18 Students</li> <li>o 4-8 classrooms will have an overall average of 22 students</li> <li>o 9-12 classrooms will have an overall average of 26 students</li> </ul> <b>Please fill in the chart below based on your current enrollment for the current school year.</b> You may access your school information in FOCUS under Florida Reports/Class Size or calculate on your own.			
<b>Current Grade</b>	<b>Total Number of Students</b>	<b>Average</b>	
Kindergarten-3 <sup>rd</sup> grade			
4 <sup>th</sup> – 8 <sup>th</sup> grade			
9 <sup>th</sup> -12 <sup>th</sup> grade			
<b>Controlled Open Enrollment:</b>			
Senate Bill 2454 modifies provisions related to controlled open enrollment and requires charter schools to identify and disclose on their websites the capacity for its school, by grade level and to update every 12 weeks.			
<b>Current Charter school capacity by grade level: Please fill in the grid below</b>			
<b>Grade Level</b>	<b>Capacity #</b>	<b>Grade Level</b>	<b>Capacity #</b>
Pre-K		7	
1		8	
2		9	
3		10	
4		11	
5		12	
6		<b>Total School Capacity</b>	
<b>Enrollment Process:</b>			
In compliance with FS1002.33(10)(e)(4) & (7), regarding Eligible Students: Describe your charter school's enrollment process. Be sure to include the following information: <ul style="list-style-type: none"> <li>o How your charter school strives to achieve racial/ethnic balance;</li> <li>o How your charter school provides equal opportunity for Students with Disabilities and students served in ELL programs;</li> <li>o How your charter school conducts a random lottery for eligible students.</li> </ul> <b>Write or paste your word document in the expandable text box below or attach a word document.</b>			
<b>Principal Signature:</b>		<b>Date:</b>	
The principal signature attests the following: <ul style="list-style-type: none"> <li>➤ A record of all the students who apply to the School, whether or not they are eventually enrolled, is maintained.</li> <li>➤ The information shall be made available to the Sponsor upon written request.</li> <li>➤ The School maintains documentation of each enrollment lottery conducted. Such documentation provides sufficient detail to allow the Sponsor to verify that the random selection process used was conducted in accordance with section 1002.33(10)(b), FS.</li> </ul>			



## School District of Manatee County Website Requirements for Charter Schools

Charter School Websites are required to provide a variety of information in an accessible manner to the community and school organization through their internet site. The statutory requirements are below.

<b>Charter School Name:</b>	
<b>WEBSITE REQUIREMENT</b>	<b>Website URL: Copy and paste the URL page link from your school's website where the corresponding information is found.</b>
Charter School Home page	
School Grade	
School Academic Performance (link to FDOE Accountability Report)	
Annual Budget	
Annual Independent Fiscal Audit	
Governing Board Members	
Governing Board Parent Involvement Representative Name & Contact Info	
Board Minutes (posted at least quarterly)	
Programs at the School	
Non-Discrimination Statement	
Bullying and Harassment Policy	
Fortify Florida	
<b>Controlled Open Enrollment</b>	
Management Company/Education Service Provider, <i>if applicable</i> (business/operations/education)	

**FS 1002.33 (7) (19) (d) 1:** Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website if a website is maintained by the school.

**FS 1002.33 (9) (6) (p):** Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

**FS 1002.33 (21) (3) (b):** Each charter school shall provide the information specified in this paragraph on its Internet website and also provide notice to the public at large in a manner provided by the rules of the State Board of Education. The State Board of Education shall adopt rules to administer the notice requirements of this subparagraph pursuant to ss. 120.536(1) and 120.54. The website shall include, through links or actual content, other information related to school performance.

**FS 943.082: Fortify Florida** requires the use of the mobile suspicious activity reporting tool by advertising it on the website, in newsletters, on school campuses, and in school publications, by installing it on all mobile devices issued to students, and by bookmarking the website on all computer devices issued to students.

**SB 2454** Modifies provisions related to controlled open enrollment and requires schools district and charter schools to identify and disclose on their websites the capacity for its schools, by grade level and to update such date every 12 weeks.

**Manatee Public Schools requirement:** Schools must provide a non-discrimination policy statement based on a 2012-2013 OCR complaint that requires all schools to provide non-discrimination policies on their school website.

\_\_\_\_\_  
Principal/School Leader Signature

\_\_\_\_\_  
Date

# Imagine Lakewood Ranch

The screenshot shows the Imagine Lakewood Ranch website. At the top left is the logo with a sun and the text 'IMAGINE SCHOOLS Lakewood Ranch'. To the right is a school bus icon and the text 'All Grade Levels Enrollment! Click here to begin.'. Below this is a navigation bar with 'Back Home', 'General School Info', 'Enrollment Info', 'Families Portal', 'Title IX', and 'Covid Info'. The main content area has a red background with a large graphic that says 'START THE ENROLLMENT PROCESS TODAY YOU ARE JUST A CLICK AWAY'. To the right of this graphic are three columns of links: 'Enrollment Details' (Returning Student, Enrollment Process, Controlled Open Enrollment, Electronic Application, School Forms, FAQ's, Transportation, Pre K Program, Assessment Testing), 'Additional Info' (Attendance Policy, Uniform Ordering, Student Supplies, Lunch Program, School Tours, Email a Question, Safe Schools), and 'School Programs' (Before & Aftercare, NJHS, School Programs, Athletics, Curriculum, School Advisory Council, Measures of Excellence, Character Counts, Positivity Project link). Below the main content area is a large text block: 'You can order your supplies online **HERE**'. At the bottom are four thumbnail images with titles: 'A Welcome Note', 'Our Curriculum', 'Campus News', and 'About Imagine Schools'.

- Enrollment Tab
- Enrollment Process
- Controlled Open Enrollment





## Controlled Open Enrollment

Imagine School at Lakewood Ranch capacity is 620 students.

As of August 1, 2022- the average maximum capacity by grade level is:  
Grade Level Average Maximum Capacity.

GRADE	CURRENT CAPACITY	CURRENT ENROLLMENT
VPK	40	40
K	72	72
1st	72	70
2nd	72	70
3rd	72	73
4th	50	50
5th	50	50
6th	50	39
7th	50	44
8th	50	42
Total	578	550

Our current enrollment is 550 as of August 23, 2022.



What action should the School District of Manatee County Charter School Office do at this time to ensure controlled open enrollment is on track for Imagine Lakewood Ranch charter school?

Thank you!

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Questions?