SchoolChoice Navigation for Families

Access the online SchoolChoice application through the Choice website.

ECE4 Application Steps

1. Complete the Basic Information portion of the application. If you need assistance with this portion of the application, please refer to the general 2020-2021 SchoolChoice Navigation Guide for Families found here. The schools to which you are applying will display in the banner across the top of the screen.

   ![Application Screen]

   If you are a Full Time Employee at one of the schools to which you are applying, please select Yes and then enter the Employee name and select the school’s name from the dropdown. Your selection does not need to match the grade to which you are applying (for example, you do not need to select Ashley Elementary – ECE-4 Full Day. You can just select Ashley Elementary).

2. Click the blue bar at the bottom of the above screenshot named Additional Application Questions. You will see the Denver Preschool Program Application. Denver Public Schools partners with Denver Preschool Program (DPP) to offer affordable ECE-4 options for our families.

![Application Screen]

3. Section I: Family Information: Please input the Parent/Guardian First Name and Last Name and Phone Number. Provide the same information for the second parent/guardian, if applicable. Enter your student’s Race/Ethnicity information, Primary Language, and the Language Spoken at Home. If the option that most closely applies to your student and family isn’t available, please select Other and specify in the box that opens up below the question.
SchoolChoice Navigation for Families

Section I. Family Information

Parent/Guardian's First Name:  

Parent/Guardian's Last Name:  

Parent/Guardian's Phone Number:  

Does the student have another parent/guardian?  

* Yes  
* No  

Please include any parents/guardians who may be listed on proof of address documentation.

Child's Race/Ethnicity:  

Child's Primary Language:  

Language Spoken at Home:  

If you answered Other to the question above, please specify the language spoken at home:  

4. **Section II: Research Study Participation:** Indicate whether or not you would like to participate in a research study with DPP.

**Section II. Research Study Participation**

DPP partners with two consultants, APA, Inc. and the Institute at Clayton Early Learning, to conduct an in-depth research study of DPP to measure the difference preschool makes for children and their families.

- Any family that participates in DPP may volunteer to be a part of the research study.
- If you are selected for the research study, your child will be assessed by a trained early childhood professional using a 30-90 minute standardized test at preschool in the fall and spring.
- You can receive your child's assessment results.
- You will also be asked to complete a brief survey in the spring.
- Anonymity will be of ground data, and no one will be identified individually.
- You will be compensated for your participation.

Are you willing to have someone contact you about the research study?  

* Yes  
* No
5. **Section III: Income Information**: ECE 4 is a tuition-based program. You can view the ECE 4 tuition guidelines and rates in this section. Select whether you would like to disclose your income information to receive tuition assistance, or to opt-out of tuition assistance and pay full tuition. Note that if you do not live in the DPS boundary, you are responsible for full tuition.

### Section III. Income Information

**Tuition Information**

Families must live in the City and County of Denver to be eligible for tuition assistance.

In order to calculate accurate tuition assistance, an income amount must be disclosed below. If you do not wish to disclose your income, you are choosing the minimum level of financial assistance. Please note you may be charged up to $900.00 per month if you reside in Denver.

#### 5A. If you opt in, you will input your **Household Size** and **Income** (work and non-work) for every member of your household.

- **Household Size**: 
  - Select the total number of people in household (including yourself and your child).

- **Household Gross Monthly Income**: 
  - Please fill in the boxes below with work and non-work income information for all parents/guardians in your household and attach documentation for all income in the spaces below. Acceptable documents are listed below. Information needs to be in monthly totals.
  - Work income includes wages, earnings, tips or income from self-employment.
  - Non-work income includes TANF, child support, alimony, trust income, etc.

- **Please note**: You must upload valid documents below to avoid paying up to $900.00 per month if you reside in the City and County of Denver.

- **Full Name of Parent/Guardian**: 
  - [Name]

- **Monthly Work Income ($)**
  - [Amount]

- **Monthly Non-Work Income ($)**
  - [Amount]

- **Gross (pre-tax) Monthly Income/Taxable**: 
  - [Amount]

- **TANF, Child Support, Trust Income, etc.**

- **Would you like to add income information for a second Parent/Guardian?**
  - [Yes] [No]
**SchoolChoice Navigation for Families**

5B. Next, you will need to upload proof of your student’s birth and proof of your address. If you live in the City and County of Denver and would like to apply for tuition assistance, you will be required to upload 30 consecutive days of proof of income. This income proof is required for work and non-work income for each guardian. Click [here](#) for more guidance regarding required documents.

**Required Documents**

- **Verification of One Month's Income**
  - Upload Parent/Guardian Proof of Income: Most current checks (if paid more than once a month, include all checks for month), wage statement, tax return or W-2 from 2019, or other work documents for each parent/guardian’s income. If none of these documents are available, you may provide an income affidavit by contacting the Office of Choice & Enrollment at 720-423-3493.

- **Verification of Child’s Age**
  - Upload Proof of Age: A copy of the child’s birth certificate, baptismal record, or hospital record showing child’s birth.

- **Verification of Current Address**
  - Upload Proof of Address: A copy of recent lease, proof of home ownership, or utilities bill (with service or previous address listed) such as your bill for gas, electric, or water.

If you are unable to upload documents, click [Save Progress](#) at the bottom of the screen and contact the school, visit an enrollment center, or contact the Office of Choice and Enrollment at 720-423-3493 for assistance.

***If you are unable to upload documents, click [Save Progress](#) at the bottom of the screen and contact the school, visit an enrollment center, or contact the Office of Choice and Enrollment at 720-423-3493 for assistance.***

6. **Section IV: Tell Us How You Heard About Us**: Let DPP know how you first heard about them and which of their resources helped you find and choose your student’s preschool.

**Section IV. Tell Us How You Heard About Us**

- **How did you first hear about DPP?**
  - [This application]

- **Did you use DPP resources (Preschool Showcases, DPP’s online Find a Preschool tool, DPP call center) in helping to find and choose your child’s preschool?**
  - [Yes]
Section V: DPP Parent Agreement & Release of Information: This agreement is separate from the DPS SchoolChoice Agreement. Please contact DPP with any questions at 303.595.4377 or visit dpp.org. If someone helped you fill out the application, select Yes for the final question and enter the preparer’s name.

If someone assisted you in completing the DPP Application?

Yes

No

Preparer’s Name

Date (mm/dd/yyyy)

8. Proceed to the final section of the application - the SchoolChoice Acknowledgement. Answer the additional questions regarding currently attending DPS siblings, Individualized Education Plan, out-of-home (foster) placement, and free and reduced price meals eligibility.
9. Continue on to the **student language** and **instruction preferences** questions.

**9A.** Since some (not all) ECE programs have half day options, you will be asked if you have a preference of morning or afternoon classes. Your preference will not impact your student’s placement at the school, and you are not guaranteed to get your preference.

**9B.** If your student speaks **Spanish**, you will have the option of choosing instruction in English or Spanish, if available.

<table>
<thead>
<tr>
<th>Student Language Information and Instruction Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a preference for morning (AM) or afternoon (PM) half-day ECE classes, if applicable? *</td>
</tr>
<tr>
<td>☐ Morning (AM)</td>
</tr>
<tr>
<td>☐ Afternoon (PM)</td>
</tr>
<tr>
<td>☐ No Preference</td>
</tr>
<tr>
<td>Note: Your preference will be considered in the order in which students are accepted. Your preference does not guarantee placement in the desired class.</td>
</tr>
</tbody>
</table>

| My student mainly speaks: * |
| ☐ English |
| ☐ Spanish |
| ☐ Other Language |

| If you selected Spanish above, would you like your student to receive: * |
| ☐ Bilingual instruction in Spanish and English (if available) |
| ☐ Instruction in English only |

10. Answer the **student’s race/ethnicity** questions. Note that this information is **not** used for any SchoolChoice placement purpose but is required for data collection and analysis.

<table>
<thead>
<tr>
<th>Student’s Race/Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information is not used for any SchoolChoice placement purpose but is required for data collection and analysis.</td>
</tr>
</tbody>
</table>

| Is your student Hispanic or Latino? * |
| ☐ Yes |
| ☐ No |

| Race of your student: * |
| ☐ American Indian or Alaska Native |
| ☐ Asian |
| ☐ Black or African American |
| ☐ Native Hawaiian or Other Pacific Islander |
| ☐ White |

| Please select the race your student most closely identifies with, and select all that apply. |
11. Review the **General SchoolChoice Parent/Guardian Agreement**. You must click the link where prompted to view the Agreement on the SchoolChoice website. Additionally, we ask you to verify that you understand that ECE is tuition-based program.

12. Click **Next** to proceed and submit your application.
ECE4 Required Documents

1. **Proof of Income**: To verify one month’s income, please upload one of the following documents:
   a. Regular pay check stubs *(30 consecutive days)*
   b. Social Security letters
   c. SNAP benefit statement
   d. TANF award statement
   e. Disability income
   f. Income tax form for 2019 *(should not say Adjusted Gross Income)*

   ![Sample Income Tax Form](image)

   ![Sample W-2 for 2019](image)

   g. W-2 for 2019

   h. Letter from employer on letterhead *(Note: the letter must be typed and provide enough information to enable DPS to calculate income)*
i. Income Affidavit *(Note: you can obtain an Income Affidavit by visiting DPS’ enrollment centers or the front office of any of the schools your child is applying to)*

![Income Affidavit Sample](image)

2. **Proof of Age:** To verify your child’s age, please upload one of the following documents:
   a. Birth Certificate

![Birth Certificate Sample](image)
b. Passport

![Passport Image]


c. Baptismal record with name and date of birth

![Baptismal Certificate Image]
d. Hospital birth record with doctor signature

![Birth Record Sample]

- Hospital birth record with doctor signature

3. **Proof of Address:** To verify your child’s current address, please upload one of the following documents with the parent/guardian name indicated:

   a. Current utility bill with “service address” or “property address”

![Utility Bill Sample]

   - Current utility bill with “service address” or “property address”

   b. Low income housing (Housing Authority)

   c. Current mortgage statement

   d. Property tax document for 2019

   e. Deed
SchoolChoice Navigation for Families

f. Current lease or rental agreement

Note: If the proof of address is not in the parent/guardian name, a landlord letter must be completed. The landlord letter must contain current date, address, name of family living at the address, and the signature of the person on the bill that was provided.

SAMPLE

Monday October 20, 2014

To whom it may concern,

Araceli [redacted] lives at [redacted] and [redacted]. The lease is under my name Jose [redacted]. If you have any further question please contact me at (720) [redacted].

Thank you for your attention to this matter.

Jose [redacted]