



Terms and Conditions

Last updated: 4/29/2019

Please **READ** these Terms and Conditions (herein after referred as "Terms", "Terms and Conditions") carefully before accessing the <https://brevardflc.scribborder.com/family> website and submitting an online Open Enrollment application (herein after referred as "Application") operated by Brevard Public Schools (BPS), Division of Equity, Innovation and Choice (EIC) and Scribbles Software (herein after referred as "us", "we", or "our").

Your access to and use of the application is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Scribbles Software website and application.

By accessing or using the scribbles software website and application you agree to be bound by these Terms.

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I. Open Enrollment Terminology

The following terminology applies to these Terms and Conditions, Privacy Statement and Disclaimer Notice and any or all Agreements:

Term	Definition
Appeal	Request for an ELO/EPO application that was denied to be reviewed by a team.
Career Academy High School: 4-year commitment Middle School: 2-year commitment	An EPO offering small personalized communities within a secondary school that select a subset of students and teachers with a focused interest of learning and coursework. For more information click here .
Career and Technical Education (CTE)	An EPO offering programs of study within a secondary school that involves a multi-year sequence of courses that integrate core academic knowledge with technical and occupational knowledge. For more information click here .
Cambridge International (AICE)	An EPO offering Advanced International Certificate of Education (AICE) to eligible secondary students in an advanced program of studies. For more information visit click here .
Choice School	An EPO offering a school with a thematic program of study to eligible students. There are no residential boundaries.
Educational Location Option (ELO) Grades: K-12	Option to apply to attend a school, other than the zoned school of attendance through a location only change; not for a specific program of study.
Educational Program Opportunity (EPO) Grades: K-12	Opportunity to apply to attend a school for a specific program or theme of study. This may or may not be outside of your zoned school of attendance.
Family Dashboard	Secure online site for all ELO/EPO application processes. To access the Family Dashboard go to: https://brevardflc.scriborder.com/family

Term	Definition
Family Preference	Sibling(s) of a lottery selected student(s) may receive preferential consideration to be placed in the same school.
Fee Waiver	A one-time annual waiver of the ELO/EPO application fee for families meeting the federal poverty guidelines. For more information click here .
Frozen School	A school that has reached or exceeded student capacity and is unable to accept ELO applications.
International Program	An EPO offering an internationally recognized program, AICE/IB, with accelerated curriculum and examinations to eligible secondary students.
International Baccalaureate (IB)	An EPO offering a rigorous pre-university course of study, leading to internationally standardized examinations. For more information click here .
Just Moved Grades K-12	An ELO application required for a Brevard Public School student to remain at current school of enrollment for the remainder of the school year. Must complete a renewal application for subsequent year or student(s) will be required to enroll in zoned school of attendance.
Lottery	The random selection process for all new ELO/EPO applications. For more information click here .
Magnet School	An EPO school with a focused theme aligned to curriculum that also serves its residential zoned students. Diversity is an important element of a magnet school.
New Application Grades: K-12	An ELO/EPO application for a student that either did NOT attend the school applying for or did not participate in the program applied to the school year prior.

Term	Definition
Open Enrollment Grades K-12	All processes that afford parental/guardian choice to a school other than their zoned school of attendance.
Post–Secondary/Vocational Dual Enrollment	An EPO offering CTE programs of study to secondary students through college coursework leading to a College Credit Certificate (CCC) or a Postsecondary Adult Vocational Certificate (PSAV).
Proof of Residency	Documentation demonstrating your current Florida residential address. For more information click here .
Regional Busing	District transportation for students enrolled in an Educational Program Opportunity (EPO) ONLY.
Renewal Application Grades: K-12	Application for a student who has been attending a school on a previously approved ELO/EPO application (same school/same program).
Sibling Preference	Legal family member(s) of a current student who is residing in the same residence as their sibling, who will also begin their attendance at the same school and year as the current student. Siblings who do not begin their attendance at the school do not qualify.
Transitioning Active Duty Military	A current active United States military member who has just transferred locations due to military orders. For more information click here .
Waitlist	A listing of ELO/EPO applications, after the lottery, that are waiting for an available seat offering. The position number of the waitlist indicates how many applications are ahead of you waiting for an available seat.
Zoned School of Attendance	School designated for your student(s) to attend based upon your residential address. For more information about your zoned school click here .

II. All Applicants

- Applications are open to all Florida K-12 residents – proof of residency is required
- For a K-12 grade student to attend **a school** outside their zoned school of attendance an **online application*** with a **\$30 nonrefundable application fee**** must be submitted
 - * Exceptions to required online application:
 - Pre-K students are not included in this process and do NOT complete an application
 - Students placed in a school by the IEP team, McKay Scholarship, or Opportunity Scholarship Program do NOT complete an application
 - ** See "[Payment Method](#)" for exceptions to the application fee
- A separate application must be submitted for each student
- Completion of an application does NOT guarantee admittance into the requested school as determinations are based on class size capacity
- Parents **may submit more than one application** to varying Open Enrollment opportunities, each with a \$30 nonrefundable application fee**
- Application status can be monitored via the [Family Dashboard](https://brevardflc.scriborder.com/family) (<https://brevardflc.scriborder.com/family>)
- All complete NEW applications, received by the initial deadline, will be placed in a lottery. For more information [click here](#)
- All NEW applications, received during the waitlist period, will be added to the appropriate school waitlist in the order the completed application is received and processed
- Application approvals are **good for one year only** – Parents **MUST** renew annually
- Renewal applications do not go in the lottery
- **Upon seat acceptance** the student/parents automatically enter into a **contract** as outlined below:
 - This contract requires students to:
 - Exhibit appropriate academic effort
 - Attend school regularly, including on time arrival and pick-up
 - Exhibit appropriate behavior
 - Failure of a student to adhere to any or all of these conditions may result in revocation of the application and the student returning to his/her zoned school of attendance
 - Students who move during the school year will be permitted to complete the school year as long as the expectations of the contract are fulfilled
 - Parents providing false address may have their acceptance withdrawn immediately
 - It is the responsibility of the parent to keep the school informed of any changes
- Applications not chosen due to capacity/class size concerns will be placed on a waitlist

- Schools can pull students from the waitlist up until 2 weeks prior to the first day of school
- **Parents cannot enroll** their child in a school until the "Approval" notice has been received and **parents accept** the seat offered
 - Accept seat offered via the [Family Dashboard](#)
 - Once seat offer is accepted, go to the requested school to register

III. Educational Location Option Applicants

- Not all schools are available for an ELO pursuant to School Board Policy
- A list of “Frozen” schools, or schools not available for new ELO applications is published annually on the [EIC website](#)
- Parents may submit multiple ELO applications (to separate schools), each with a \$30 nonrefundable fee
 - However, may only commit to one school
 - Electronic commitment via the [Family Dashboard](#) is required
 - Upon commitment to a school, other offered seats will be forfeited
 - If the student is on a waitlist, that status is not forfeited

IV. Educational Program Opportunity Applicants

- The following application restrictions apply to EPO programs:
 - Choice Elementary and Choice Jr/Sr High School EPO:
 - Choice Elementary and Choice Jr/Sr High School have no zoned residential boundaries; acceptance is through application process only
 - Anyone who meets the requirements as described in Section I and meet the School’s entrance requirements (if applicable) has the opportunity for enrollment
 - International Program EPO:
 - Located on a traditional school campus, International Programs have no residential boundaries
 - Anyone who meets the requirements as described in Section I and meet the Program’s entrance requirements (if applicable) has the opportunity for enrollment
 - Career Academy EPO:
 - Located on a traditional school campus, Career Theme Programs have residential boundaries – If your zoned school of attendance offers your desired Career Academy EPO, you must attend the program at your zoned school
 - Any rising 9th or 10th grade student who meets the requirements as described in Section I and does not have the desired Career Academy EPO at their zoned school has the opportunity for enrollment
 - Career Academy EPO requires a 4 year commitment

- Career & Technical Education EPO:
 - Located on a traditional school campus, Career & Technical Education Programs have residential boundaries – If your zoned school of attendance offers your desired Career EPO, you must attend the program at your zoned school
 - Anyone who meets the requirements as described in Section I and does not have the desired Career Program EPO at their zoned school has the opportunity for enrollment
- Vocational Dual Enrolment EPO:
 - Located on a traditional school campus, Vocational Dual Enrollment Programs have residential boundaries – If your zoned school of attendance offers your desired Vocational Dual Enrollment Program EPO, you must attend the program at your zoned school
 - Anyone who meets the requirements as described in Section I and does not have the desired Vocational Dual Enrollment Program EPO at their zoned school has the opportunity for enrollment
- Some EPO programs have entrance requirements that must be met for acceptance
 - See specific application for requirements
 - Applicants selected in the lottery will be offered a “Conditional Acceptance” based on the student meeting the requirements of the EPO (as applicable)
 - This conditional acceptance will be revoked if the student does not meet all requirements
- Parents may submit multiple EPO applications (to separate programs and/or schools), each with a \$30 nonrefundable fee
 - However, may only commit to one school/program
 - Electronic commitment via the [Family Dashboard](#) is required
 - Upon commitment to a school, other offered seats will be forfeited
 - If the student is on a waitlist, that status is not forfeited
- Pursuant to School Board Policy, a student must return to his/her zoned school of attendance at the end of the semester if he/she no longer participates in the EPO

V. Employee of Brevard Public Schools Applicants

- Employees must adhere to the application deadlines
 - New hires and transfers outside of the application window will be considered on a case-by-case basis
- As part of their “working conditions,” BPS employees do not pay a fee for an ELO application
 - Employee must be legal guardian of student
 - Substitutes are not considered full-time employees; therefore, they are required to pay the \$30 application fee
 - Employees DO pay for any EPO application
- Application requires employee to enter ID # and school or department # on application
 - If both numbers are not entered, employees will be charged the \$30 nonrefundable fee

- ELO requests for children of school-district employees to attend a frozen school, greater than 90% capacity, will be considered on a case-by-case basis dependent on total capacity and Class Size Amendment
- ELO requests for children of school-based employees are not subject to capacity restrictions
- Employee preference in the lottery process is afforded to site-based employees only, but is not a guarantee as it is based on capacity and the student meeting all entrance requirements (if applicable)

VI. Transitioning Active Duty Military Dependent Applicants

- If you transition during the application window you will follow the normal application process
- If you transition outside the application window contact the Patrick Air Force Base School Liaison Officer at 321-494-5676 for assistance

VII. Open Enrollment Application Appeals Process

- Denied applications may be appealed through Brevard Public Schools' Division of Equity, Innovation and Choice (EIC)
- Appeal information may be found on EIC's [website \(www.EIC.brevardschools.org\)](http://www.EIC.brevardschools.org)

VIII. Payment Methods

Educational Location Option (ELO) and Educational Program Opportunity (EPO) applications require a nonrefundable processing fee*. Payments are to be completed via one of the following methods:

- **Cash and Checks** will NOT be accepted.
- **Credit Card**
 - This is a secured option to pay the application fee online with a credit or debit card.
 - Credit card information is submitted at the end of the application.
 - A "Payment Received" notice will be sent to the email address provided in the application. If you do not receive an email, check the email's junk/spam folder.
 - Verify payment receipt via the [Family Dashboard](#) to ensure application payment has been processed. Declined payments will null and void the application(s).
 - All credit card processing is completed through Scribbles Software.
- **Fee Waiver**
 - A fee waiver process is available for families who meet the Federal Poverty Guidelines.

- The fee waiver request must be completed **PRIOR** to submitting an application.
- Only one fee waiver coupon is given per student per school year.
- [Click here](#) for more information regarding the fee waiver.
- **Money Order**
 - Applications will **NOT** be processed until the money order has been received.
 - Make the Money Order payable to: Scribbles Software.
 - Include the student's first and last name and application order number on the front of the money order.
 - Submit the money order via mail or in person to:
 - The Division of Equity, Innovation and Choice
 - 2700 Judge Fran Jamieson Way
 - Viera, FL 32940
 - Money orders not received or received past the application deadline will null and void the application.
 - Verify the receipt of the money order by logging back into the [Family Dashboard](#).

*Exceptions to the application fee

- EPO – Magnet School Applications
- EPO – CTE Dual Enrollment Applications
- EPO – Application to attend a program at your zoned school of attendance
- ELO – BPS Employee only

IX. Privacy Policy

Our application allows you to post, share and otherwise make available certain information, text, or other material ("Content"). You are responsible for the accuracy of this Content.

The Family Dashboard and online applications are provided by Scribbles Software. Visit their [website](#) for information regarding their [privacy policy](#).

X. Links to Other Web Sites

Our application may contain links to third-party web sites or services that are not owned or controlled by BPS.

BPS has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party web sites or services. You further acknowledge and agree that BPS shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services.

XI. Changes

We reserve the right, at our sole discretion, to modify or replace these Terms and Conditions at any time. If a revision is material, we will try to provide at least 30 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion.

XII. Contact Us

If you have any questions about these Terms and Conditions, please contact us.

Brevard Public Schools
Division of Equity, Innovation and Choice
2700 Judge Fran Jamieson Way
Viera, Florida 32940
321-633-1000, extension 395
www.EIC.brevardschools.org