Dear Parents/Guardians,

If your child currently attends Jefferson Middle School on an Open Enrollment application through an Educational Location Option (ELO) or Educational Program Opportunity (EPO). If he/she plans to attend Jefferson Middle School for the 2021-22 school year, you are required to do an ELO or EPO RENEWAL application. The application timeline is from January 4 – February 26, 2021. The deadline to submit the renewal application is **February 26, 2021**.

If you do not complete a renewal application, your student will have to go to their zoned school for the 2021-22 school year.

Follow the steps below to complete your renewal application:

1. **Access your Family Dashboard**
   a. Go to: [www.brevardschools.org](http://www.brevardschools.org)
   b. Click on “Parents & Students” and then click on “Family Dashboard”
   c. Sign into your Family Dashboard

2. **Update and confirm information**
   a. You may need to update your address and contact information.
   b. You will need to update associated student information with the correct school year and grade level.

3. **Submit application**
   a. Complete your renewal application by first clicking on the “Start Application” button.
   b. Select the student for this application. Click on “Begin Application…”
   c. Select Application Category. Click on “RENEWAL Applications for Secondary Schools.” Click on the “Select” button on the right hand side.
   d. For ELO: Next, click on “Jefferson Middle School.” In the drop down menu, click on the “Select” button to the far right of “Location Change Only”.
   e. Click on “Complete Renewal Application.”
   f. Once you have agreed to all of the terms and conditions, your final step will be to confirm your application information and then you will need to “Proceed to Checkout” to make the payment.

4. **Application fee:**
   The application fee is $30.00 and is nonrefundable. You may pay online or by money order. Money orders will need to be mailed or hand delivered to: Brevard Public Schools, Open Enrollment – Parental Choice, 2700 Judge Fran Jamieson Way, Viera FL, 32940, and must be made payable to: Scribbles Software. Money orders must be received by the application deadline in order for the application to be processed. Fee waivers are available for those families who qualify. You can find more information on the “Open Enrollment - Parental Choice” website, located on the Brevard Public Schools website under Parents & Students, select forms for the fee waiver.

If you have any questions pertaining to this letter, please contact the school office at (321) 453-5154.

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Meara Trine, Principal
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Phone: (321) 453-5154 • FAX: (321) 459-2654