



School Choice Seat Offer and Waitlist Process

Notifications:

- **Seat offer and waitlist notifications are made by email, phone, and/or text**, depending on the preferences listed by the parent/legal guardian who created the account.

Seat Offers:

- If your student is offered a seat, check your [Family Dashboard](#). The status will change from **'Application Received – Processing'** or **'Waitlisted'** to **'Seat Offered – Response Required'**.
- You must accept or reject the seat offer within five (5) weekdays.
 - Day one (1) starts on the weekday the notification is sent.
 - Holidays and school closures still count as weekdays. Weekends do not.
- Use the action buttons on your [Family Dashboard](#) to accept or reject the seat offer.
 - Please read the important information on the screen before confirming your decision. Once confirmed, the decision cannot be reversed.
- If your child has siblings applying to the same school, contact the school directly to ask whether a seat will be offered to the sibling before accepting a seat offer. The five (5)-day deadline to respond still applies.

If you don't respond to a seat offer within five (5) weekdays:

- The seat is considered declined and cannot be reversed.
 - If your student is on other schools' waitlists, they stay on the waitlist until a seat is offered or when the waitlist is purged, which occurs annually.
 - You can reapply to the school if the seat offer expires or is rejected.
 - It's your responsibility to respond before the deadline. No exceptions will be made.
 - Once a seat offer is declined, the next eligible applicant in order of priority will be notified of their acceptance to the school.

Waitlisted:

- If your student is waitlisted for a school, check your [Family Dashboard](#). The status will change from **'Application Received – Processing'** to **'Waitlisted'**.
 - If a seat does become available, a notification will be sent, and the status will change from **'Waitlisted'** to **'Seat Offered – Response Required'**.
- Follow the same process previously mentioned under Seat Offers to accept or reject the seat offer within five (5) weekdays.



Seat offer scenarios:

Receive one seat offer, student is on multiple schools' waitlists:

- **Accepting or rejecting** a seat offer at one school keeps the student on other schools' waitlists that have not yet offered a seat.
- If the seat offer is **rejected** or there is **no response** to the seat offer by the deadline, the seat is automatically declined and cannot be reversed.
 - Students stay on waitlists until a seat is offered or when the waitlist is purged, which occurs annually.

Accepting a new seat offer:

- If you accept a new seat offer at a different school, your previous acceptance of a seat offer will be automatically declined and cannot be reversed.
 - The student stays on other schools' waitlists until a seat is offered or when the waitlist is purged, which occurs annually.

Multiple seat offers received at the same time:

- You can only accept one seat offer.
- Accepting one automatically declines the other seat offers and cannot be reversed.
- If there is no response to the multiple seat offers by the deadline, all seat offers are automatically declined and cannot be reversed.
 - If your student is on other schools' waitlists, they stay on the waitlist until a seat is offered, or when the waitlist is purged, which occurs annually.

Questions?

- For space availability at a school, please contact that school directly.
- [School choice process](#), [school choice policy](#), email: choice@psdschools.org or phone: 970-490-3203