



Poudre School District's School Choice Seat Offer/Waitlisted Process

Please read this information and examples of seat offer scenarios below.

REMINDER: Up to a maximum of five (5) schools may be selected for each student per application year.

- You must submit a **separate application to each school** that you wish for your student to attend.
- Schools are not ranked or placed in order of preference.
- Submitting a School Choice Application does not guarantee enrollment at a choice school or program.

Seat offer and waitlisted notifications will be made by email, text, and/or phone, depending on parent/legal guardian preference.

Seat Offers:

If you receive a notification that your student is offered a seat at a school, go to your [Family Dashboard](#). You will see the status for your student change from 'Application Received – Processing' to 'Seat Offered – Response Required'.

- **Seat offers must be Accepted or Rejected within five (5) weekdays (M-F).**
 - The “**five (5) weekdays**” include holidays and school closure days Monday through Friday. Weekend days are not counted as weekday.
 - Day one (1) begins on the weekday that the notification is sent to the parent/guardian.
- **You will see Action buttons** on your Family Dashboard to either **Accept** or **Reject** the seat offer.
 - If you **select Accept** or **Reject** for a seat offer, **please read the important information on the screen before confirming your decision. Once a decision is confirmed, it cannot be reversed.**
- Parents/legal guardians wanting to know if siblings that applied to the same school will be offered a seat, **please contact the school directly first before deciding to Accept or Reject a seat at a school.**

If a parent/legal guardian **does not** Accept or Reject or respond to a seat offer for their student within the five (5) weekdays:

- **The seat is considered declined for the school that offered the seat. This cannot be reversed.**
 - The student **will not be placed back on that school's waitlist and will not receive any further seat offers for that application year.**
 - The student **will remain on any other schools' waitlists the parent/legal guardian applied to until a seat is offered, or the waitlist is purged,** which occurs annually.
 - It is the **responsibility of the parent/guardian to respond to seat offer notifications** before the stated 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.



Poudre School District's School Choice Seat Offer/Waitlisted Process

Waitlisted:

If you receive a notification that your student is waitlisted for a school, go to your [Family Dashboard](#). You will see the status for your student change from 'Application Received – Processing' to 'Waitlisted'.

- Please check for notifications and your Family Dashboard frequently for updates if a seat does become available later.
- If later you receive a notification that a seat does become available, the status will change from 'Waitlisted' to 'Seat Offered – Response Required'.
- **Seat offers must be Accepted or Rejected within five (5) weekdays.**
 - If you **select Accept or Reject** for a seat offer, **please read the important information on the screen before confirming your decision. Once a decision is confirmed, it cannot be reversed.**
- Parents/legal guardians wanting to know if siblings that applied to the same school will be offered a seat, **please contact the school directly first before deciding to Accept or Reject a seat at a school.**
- Same process listed above if parent/legal guardian does not Accept or Reject or respond to a seat offer for their student within the five (5) weekdays.

Examples of seat offer scenarios:

Parent/legal guardian submitted school choice applications to **five (5) schools** for their student. Student receives a seat offer from **one (1) of the schools** they applied to and is **waitlisted for the other four (4) schools**:

- Parent/legal guardian **accepts the seat** from the school that offered a seat for their student.
 - Student **remains on the other four (4) schools' waitlists until a seat is offered or the waitlist is purged**, which occurs annually.
 - Student could later receive a seat offer from the other four (4) schools that the parent/legal guardian submitted a School Choice Application to that have not yet offered a seat, even if a seat was accepted previously at the one (1) school.
- If the parent **rejects the seat** offer from the school that offered a seat for their student, the **student is not placed back on that school's waitlist, and the student will not receive any further seat offers from that school for that application year.**
 - If a seat is rejected or automatically declined due to no response within the five (5) weekdays, this cannot be reversed.
 - Student **remains on the other four (4) schools' waitlists until a seat is offered or the waitlist is purged**, which occurs annually.



Examples of seat offer scenarios (continued):

- If the parent/legal guardian **does not Accept or Reject or respond to the seat offer from the one (1) school for their student within the five (5) weekdays:**
 - **The seat is considered declined**, the student is not placed back on that school's waitlist, and the student will not receive any further seat offers from that school for that application year. **This cannot be reversed.**
 - The student **remains on the other four (4) schools' waitlists until a seat is offered or waitlists are purged**, which occurs annually.

Parent/legal guardian accepted a seat offer from a school the parent/legal guardian submitted a school choice application to and **student receives a seat offer later from another school the parent/legal guardian submitted a school choice application to:**

- Parent/legal guardian **decides to accept the seat** at the newly offered school.
 - **Original seat accepted from the previous school is considered declined**, student is not placed back on that school's waitlist, and will not receive any further seat offers from that school for that application year. **This cannot be reversed.**
 - The student **remains on any other schools' waitlists until a seat is offered or waitlists are purged**, which occurs annually.

Example of seat offers from multiple schools within same timeframe:

Parent/legal guardian submitted school choice applications to **five (5) schools** for their student. Student **receives seat offers within the same timeframe from four (4) of the schools** they applied to and is **waitlisted for one (1) school:**

- **Parents/legal guardians will need to decide which school they want as they can only accept one (1) seat offer if they receive offers from multiple schools within the same timeframe.**
 - Parents/legal guardians wanting to know if siblings that applied to the same school will be offered a seat, **please contact the school directly first before deciding to Accept or Reject a seat at a school.**
 - **If a seat is accepted at one (1) school, the seat offers from the other three (3) schools that also offered seats within the same timeframe are considered as declined.**
 - Student is **not placed back on the other three (3) schools' waitlists that offered seats within the same timeframe** and will not receive any further seat offers from those schools for that application year. **This cannot be reversed.**
 - Student **remains on the one (1) school's waitlist that has not offered a seat until that school offers a seat or the waitlist is purged**, which occurs annually.



Example of seat offers from multiple schools within same timeframe (continued):

- If parent/legal guardian does not respond to any of the seat offers from the four (4) schools that were received within the same timeframe by the end of five (5) weekdays:
 - The **seat offers from those four (4) schools are considered declined**, the student is not placed back on the four (4) schools' waitlists that offered seats within the same timeframe and will not receive any further seat offers from those schools for that application year. **This cannot be reversed.**
 - Student **remains on the one (1) school's waitlist that has not offered a seat until that school offers a seat or the waitlist is purged**, which occurs annually.

If you have any questions about the seat offer process, you may contact the phone number listed at the bottom of the page.

Additional Information

Applications can no longer be renewed to stay on a waitlist for the following application period.

- Students will **need to re-apply for that school** for the following school year to be considered for enrollment.

Students who were accepted at a School Choice school and intend to remain at their current School Choice school for the following school year do not need to re-apply.

- School Choice Applications will need to be submitted when the student is changing levels (elementary to middle school or middle school to high school), and the parent/legal guardian wishes for their student to attend the next level school that is not the student's designated neighborhood school.