



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

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

REMINDER:

- You must submit a separate application for each student to each school that you wish for them to attend.
- When applying to multiple schools, you are not able to rank or place them 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' or 'Waitlisted' 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 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.
 - Parent/legal guardian **can reapply** to the school if a seat offer expires, or the seat is rejected.
 - 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 seven (7) schools for their student. Student **receives a seat offer from one (1) of the schools** they applied to and is **waitlisted for the other six (6) schools**:

- Parent/legal guardian **accepts the seat** from the school that offered a seat for their student.
 - Student **remains on the other six (6) 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 six (6) 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, **this cannot be reversed**.
 - Student **remains on the other six (6) 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. This cannot be reversed.**
 - The student **remains on the other six (6) 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. 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. 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 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. 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.