

# Enroll Indy Best Practices

## Context

Founded in 2015, Enroll Indy is an online platform that streamlines the school enrollment process in a way that is more equitable and accessible for students and families. By comparing school information side-by-side, Enroll Indy empowers families to make informed decisions on their school of choice. Enroll Indy is particularly important for 8th grade students applying to high school because there are limited seats at quality schools, which can play a critical role in student graduation and college and career readiness. Moving forward, the Office of Education Innovation plans to prioritize Enroll Indy for 8th grade students to better navigate their high school options and support Mayor-sponsored middle schools in effectively using the platform.

## Enrollment and Timeline

### *Ensure parents, and students are aware of the two Enroll Indy application rounds*

The first application round opens October 30th and closes January 29th. Students are notified of their placement by February 23rd. The second round opens February 1st and closes April 30th. Results for round two are released on May 20th. While it is best to encourage families to apply in round one, it is also important to recognize that not all families will be ready to make their high school decision that early in the year. For that reason, it is okay if families want to wait for round two before applying.

### *Recognize that the Enroll Indy application is exclusively online*

Unlike the 21st Century Scholars application, which can be completed on paper or over text, the Enroll Indy application is exclusively online and not intuitive, especially for parents with limited technical knowledge. [This](#) video explains how to apply using the Enroll Indy platform and is also helpful for staff members who may be supporting parents with the application. The Enroll Indy platform has a Spanish version. Additionally, schools may invite representatives from Enroll Indy to community events to help walk parents through the application process, especially those from linguistically and culturally diverse backgrounds.

## Family Engagement

### *Host at least one event to educate parents*

The event can be exclusively dedicated to Enroll Indy or part of an existing event such as an open house or family night. Pairing discussions on Enroll Indy with other high school-related information like the 21st Century Scholars program is best practice. The school may contact Enroll Indy to have a representative from the organization facilitate the session. Either way, there should be a formal presentation providing an overview of Enroll Indy, why it is important, and how to apply. Encourage parents to research and discuss high school options with their child before filling out the application.

### *Engage parents in multiple ways*

Aside from an event to educate parents, it is important to engage parents in more than one way and at multiple times during the school year. This can take the form of pamphlets in the front office, phone calls home, during parent-teacher conferences, and/or information sent home with students. Having multiple entry points for parents to be engaged signals that Enroll Indy is a priority and ensures the school is able to reach a much wider range of parents than having just a one-off event.

## **Student Education**

### ***Educate students about their high school options***

Schools that are the most successful at educating students about their high school options, include it as part of the curriculum. At one school for example, all 8th grade students complete a research project where they reflect on who they are as learners, explore their high school options taking into account location, academics, class size, school culture, and diversity, and use that information to select the schools that best align with their individual needs. At the end of the project, students present their top high school choices at a symposium where their peers, teachers, parents, and community members are invited to support and encourage them in their high school decision. Students also apply through Enroll Indy at the conclusion of the project, using their research to inform which schools they prioritize.

### ***Teach students how to use the Enroll Indy website***

Let's face it, students tend to be far more tech savvy than their parents. Teaching students directly how to use the Enroll Indy platform allows them to go home and show their parents how to apply. It is best practice to walk students through this process after they have done their research on high schools so they make an informed decision. The school can teach students how to use the platform in a career readiness course, during homeroom, or another appropriate time during the day.

### ***Incentivize students to complete their application***

Educators know best that students respond to incentives. Schools can get creative in determining what works best for their student population, but rewards for applying can take the form of a dress-down day, credit at the school store, a \$5 gift card to McDonald's, or a class-wide pizza party. Regardless of the incentive, it is important that students are commended for taking the initiative to be informed on a decision that will impact their future.

## **Project Management and Tracking**

### ***Give ownership of Enroll Indy applications to a designated staff member***

This could be a director of student services, family engagement coordinator, school counselor, college and career readiness instructor, or another appropriate staff member. Regardless of who the staff member is, they should collaborate with teachers and other stakeholders to who can support them with parent engagement and mentoring students through their high school choice.

### ***Set goals to measure progress throughout the year***

Each school is different in terms of where students will matriculate for high school. Some schools feed into a high school while others are located along township boundaries. Either way, schools should set goals around the percent of students they want to apply in each round. For example, one school aims for 60% of their students to apply in round one and the remaining 40% to apply in round two. If students or parents indicate they plan on attending a township school or an alternative option, such as a private school or moving out of state, then those students can be removed from counting against the percent of students who have applied.

### ***Use a tracker to monitor student applications and their high school placement***

Effectively tracking which students have applied allows the school to stay on top of applications and measure progress against goals. Knowing who has not yet applied also allows the school to conduct more targeted outreach to those students and their families. Additionally, the tracker can be used to monitor where students are planning on attending high school, which can be useful data for identifying

matriculation patterns and collaborating with high schools that are a common destination for the school's students.

**Resources**

[Enroll Indy: How to Apply \(video\)](#)

[Enroll Indy FAQs](#)

[Eligibility Requirements](#)

[School Finder Tool](#)

[Enroll Indy Policies and Procedures](#)

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