

ODYSSEY CHARTER SCHOOL, INC.
VIII. STUDENT ADMISSION POLICIES AND PROCEDURES

This policy applies to each of the schools operated by Odyssey Charter School, Inc. References to “school” refer to the individual school operated by Odyssey Charter School, Inc.

Students are accepted on a first come, first served basis, unless the number of applications exceeds the number of seats available in any class at the school.

Student applications for the upcoming school year are accepted beginning January 1st, and allows students from any school district in the state, providing the student is not subject to a current expulsion or suspension order, to seek enrollment if the school has not reached capacity. A student from another district seeking enrollment under the controlled open enrollment process may not displace students enrolled at the school who reside in the school district. Therefore, if the number of in-county applications exceeds the number of seats available for any grade level at the school, applications for students from outside the county will be placed on a waiting list for that grade level, and will be enrolled after all in-county applicants have been offered any open seat. A student from outside the county whose application is accepted may remain at the school until the student completes the highest-grade level offered by the school.

Unless the CSP Grant admission process is followed as described below, after priority admission, if the number of applicants remaining is less than the number of seats available for any grade level at the school, all applicants are admitted. If the number of applicants exceeds the number of seats available, the remaining applicants are placed in a lottery per grade level, and students are admitted as they are drawn from the lottery until each class is filled. **A lottery is conducted on February 15th. The remaining applicants that were not admitted through the lottery process are placed on a waiting list in the order drawn from the lottery. Students who apply after the deadline will be placed on the waiting list after the lottery applicants on a first come, first served basis.

Parents are notified in writing of their acceptance within a month following the lottery, and must attend a school orientation. Parents whose child has been accepted must register their child(ren) during the designated registration week. Failure to attend school orientation or register within the designated registration week may result in loss of seat.

Application Process

Applications may be obtained at the office or on the school’s website. Applications may be submitted to the front office of the school. Upon submission, all applications will be screened for completeness. Kindergarten parents must provide proof of child’s age during application process. The child must be 5 years of age by September 1st of the school year in which the student is applying to attend Kindergarten. Applications for admission received after February 15th will be assigned a number and added to the waiting list for the appropriate grade level if a lottery has been conducted. Students not

selected for admission may reapply starting in January for the following school year. If any information on the application is false or not openly disclosed, it may be grounds for immediate withdrawal.

Parent Contact Information

If parent/guardian contact information changes on the application, please notify the school immediately. If the parent/guardian cannot be reached, the student application will be withdrawn from the waiting list.

Enrollment Preference

Florida Statute provides that the school may give enrollment preference to certain student populations. Students with enrollment preference will be offered admission without going through the lottery process provided their applications are received and accepted by the deadline and space is available for the appropriate grade level. If there is not space available at the appropriate grade level to accommodate all applicants with enrollment preference, a lottery will be held among enrollment preference applicants to fill the available spaces. Students who will receive enrollment preference include students who:

- are siblings of a student enrolled in the school;
- are children of a member of the Governing Board;
- are children of an employee of the school;
- have successfully completed a VPK Program provided by the school or the school's Governing Board during the previous year;
- are children of an active duty member of any branch of the United States Armed Forces.**

Lottery Process

A lottery will be held to fill those vacancies that remain after enrollment preference is given. Parents will be notified in writing of their child's acceptance no later than 21 days after the acceptance period deadline and have 15 days to notify the school in writing of their decision to attend.

Waiting List

A waiting list will be maintained for each grade level if applications exceed available space. Parents will be notified in writing if their student has been placed on the waiting list. All vacancies for the current school year will be filled from the waiting list. The waiting list does not carry forward to the next school year.

School Orientation and Registration

Each accepted student and their parent/guardian are required to attend a School Orientation in the Spring. Parents/guardians must attend registration.

Parents must provide a copy of the child's birth certificate, immunization records, physical exam and proof of promotion at the time of registration.

Alternative Lottery Process for Schools Receiving Federal Funds through the Charter School Program (CSP) Active Grant Period.

Some schools operated by Odyssey Charter School, Inc., may have received Federal Charter School Program Grant funds and will need to follow Federally-approved procedures for application and lottery. The school website and application will indicate if these alternative procedures are followed by the school.

Student applications for the upcoming school year are accepted beginning January 1st. After priority admission, if the number of applicants remaining is less than the number of seats available for any grade level, all applicants are admitted. If the number of applicants exceeds the number of seats available, the remaining applicants are placed in a lottery per grade level, and students are admitted as they are drawn from the lottery until each class is filled. The remaining applicants that were not admitted through the lottery process are placed on a waiting list in the order drawn from the lottery. Students who apply after the deadline will be placed on the waiting list via a subsequent lottery.

Parents are notified in writing of their acceptance within a month following the lottery, and must attend a school orientation. Parents who's child has been accepted must register their child(ren) during the designated registration week.

Schools receiving federal funds through a CSP Grant must adhere to federal guidelines for student enrollment during the active grant period. The Enrollment Preferences are not permitted for the student enrollment procedures for such schools while they are receiving Federal funds through the CSP Grant. However, in accordance with the CSP Grant Non-Regulatory Guidance, students in the following categories will be offered admission without going through the lottery process provided their applications are received and accepted by the deadline set forth below and space is available for the appropriate grade level. If there is no available space, they will then receive priority placement on the waitlist. The categories of students are as follows:

- are siblings of a student enrolled in the school;
- are children of a member of the Founding Governing Board;
- are children of an employee of the school (provided the total number of students allowed in this category constitutes only a small percentage of the school's total enrollment);

The school cannot accept students on a first-come, first-served basis during the CSP active grant period. The following timeline will be followed for enrollment:

January 1: Student registration period begins

- February 15: If the number of applicants exceeds capacity, a lottery will be conducted. Students who have registered will be officially enrolled.
- February 16: Second registration period begins
- March 1: If the number of applicants exceeds capacity, a lottery will be conducted. If the number of applications falls short of the established capacity, supplemental registration periods may be held for the purpose of reaching student capacity.

After the March 1st or any subsequent period in which the school receives more applications than spaces available, the school will conduct a lottery using the procedures described in this policy for active Federal CSP Grant Recipients.