

# Odyssey Charter School

## Enrollment Policy



Odyssey Charter School offers parents an alternative public school choice. Odyssey is committed to helping parents make an informed decision about whether Odyssey Charter School is an appropriate option for their children. Enrollment preference, in the event that the number of students who wish to attend exceeds the Charter School's capacity, is extended to children of Odyssey employees first and siblings of current students second. Existing students are exempt from a public random drawing. Odyssey Charter School uses non-discriminatory processes in admissions and actively recruits a diverse student population from the communities being served by Odyssey.

During the open enrollment period, if the number of children who wish to attend Odyssey exceeds the school's capacity or the capacity of a particular grade, enrollment, except for existing Odyssey students, will be determined by a public random drawing. The school will maintain a waiting list for students not selected through the lottery process based upon the random order established in the lottery. The waiting list will be utilized should an opening occur. If spaces remain open after the open enrollment period and public random drawing, they will be filled on a first-come, first-served basis.

Given that enrollment in Odyssey Charter School is a "parent choice," transportation will be the responsibility of the parent and will not be provided by the school, except in specific cases where transportation may be otherwise mandated by law.

### Enrollment Process & Timeline

#### **New Families**

In order to participate in Odyssey's Enrollment Lottery interested families must:

1. Attend an Enrollment Tour where parents will learn about Odyssey's educational program, and visit the campus.
2. Complete and submit a Registration Form and other relevant documents by the published deadline
3. If necessary, a public random drawing will determine enrollment for the upcoming school year by grade, and establishes a waiting list once all known openings are filled
  - a. For families with more than one student the following will occur:
    - i. If there is space available for all students in the family, all students will be admitted
    - ii. If there is no space available for any students in the family, all students will be placed on the Waiting List according to their draw in the lottery
    - iii. If space is available for one or more students in the family to enroll, any remaining students in that family will be given preference in the public random drawing

4. After the public random drawing, all families will be notified of their enrollment status. (Space available and/or appropriate Waiting List placement)
5. Families must accept or decline enrollment within 48 hours of notification otherwise enrollment will be forfeited.
6. Students on the Wait List who are not notified of an opening throughout the duration of any given school year will not automatically re-enter into the upcoming year Enrollment Lottery, and must complete and submit a new Registration Form during the open enrollment period.

### **Current Families**

Each winter trimester, Intent to Continue Enrollment Form will be sent home to each family currently attending Odyssey Charter School. The Intent to Continue Enrollment Form must be returned to the office by the specified deadline. Failure to return the Intent to Continue Enrollment Form by the specified deadline, will result in forfeiture of enrollment for the upcoming school year.

Families who wish to enroll sibling(s) who are not currently enrolled, must specify the siblings' name and grade level on the Intent to Continue Enrollment Form. This will register the sibling(s) for admissions preference.

### **Odyssey Staff**

Current staff who wish to enroll their child(ren), must specify the child(ren) name and grade level on the Registration form. This will register their child(ren) for admissions preference.

## Enrollment Conditions

**Enrollment Documents**—All families must complete and submit all Enrollment Packets by the published deadlines. Failure to return all documents by the given deadline will result in forfeiture in enrollment

**Mandatory Parent Orientation**—All admitted families, new and returning, will be required to attend a Parent Orientation before the beginning of the academic year. Failure to attend the Mandatory Parent Orientation will result in forfeiture in enrollment

**Parent & Student Agreement**—At the start of the academic year, Parents and students will be required to read and sign a Parent & Student Agreement acknowledging:

1. They understand and value the school's vision and the distinctive characteristics of the educational program
2. They agree to adhere to Odyssey Charter School's policies and procedures and failure to do so may result in forfeiture of enrollment
3. A commitment to actively participate in their child's education both at school and at home

**Residency Requirement**—Admission to Odyssey Charter School will be open to any resident of the state of California

**Minimum Age Requirement**—Kindergarten students must be at least five years old as of December 2<sup>nd</sup> for the 2011-2012 year, five years old by November 1<sup>st</sup> for the 2012-2013 year, October 1<sup>st</sup> for the 2013-2014 year, and September 1<sup>st</sup> for the every year thereafter. Additionally first graders must be age six by December 1<sup>st</sup>

**Non-Discriminatory Practices**—Odyssey Charter School pledges to use nondiscriminatory practices in the recruitment and enrollment of students and will actively recruit a diverse student population reflective of the communities being served.

*Enrollment Policy approved by the Odyssey Charter School Governing Board on April 26, 2011.*