

# **VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA, INC.**

## **Enrollment Policy**

Virtual Preparatory Academy of Oklahoma is a tuition-free, open-enrollment public charter school serving students in grades K-8 living in Oklahoma. As a statewide virtual school, the Virtual Preparatory Academy of Oklahoma will admit all students who reside in the state, provided there is the capacity to serve that student's grade level or academic program per the annual enrollment goals for each year. All students are welcome.

VPA of Oklahoma does not discriminate in its admissions policies or practices on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, religion, ancestry, income level, disability, aptitude, academic or athletic performance, or proficiency in the English language.

Each academic enrollment year begins with the re-enrollment period for current students. New students may apply during the open enrollment period. If the number of applicants exceeds an approved board enrollment capacity, the VPA of Oklahoma will conduct a random selection lottery no later than the end of April. Families will have access to an online enrollment portal to complete admissions forms and upload compliance documentation required for charter school enrollment in Oklahoma. This includes proof of identity, proof of Oklahoma residence, and proof of current immunization record.

Enrollment and admission decisions will be based on school capacity limitations, class/grade capacity limitations, program availability, and/or educational needs of the student. The Head of School will set deadline(s) for applications for admission. The Board authorizes the Head of School to receive, review and consider applications for admission. The Board authorizes the Head of School to notify parents/students of the approval or denial of their application.

### **Fair Lottery**

If the number of applicants exceeds an approved board enrollment capacity, the VPA of Oklahoma will conduct a random selection lottery after first granting enrollment preferences to the following populations:

- Students currently enrolled and plan to return for the upcoming school year.
- Students who are siblings of a student enrolled in the charter school.

If the number of lottery applications does NOT exceed the number of available seats, registration opens to the public, and enrolls until capacity of the grade level or academic program.

Notification of the lottery will serve as public notice of an official meeting, even if no action(s) are anticipated to be taken by members of the VPA of Oklahoma Board at the time of the lottery.

If an enrollment lottery is required, the following guidelines will apply:

- Applicants will receive confirmation of being in the lottery and the date, time, and place of the lottery.
- The lottery will be conducted by a designee and be overseen by a delegated member of the VPA of Oklahoma Board.
- On the day of the lottery, the lottery official will check to ensure all applicant student names are

appropriately included in the random selection process.

- The lottery will begin by selecting applicants at the highest grade level with the enrollment preferences mentioned below as the first chosen. The process will continue to work backward through grade levels until kindergarten is complete.
- Once an applicant is selected, that student's enrollment is assumed for the remainder of the lottery process.
- The designee will monitor selections to ensure grade levels are not overenrolled.

Any applicant student who is not offered enrollment will be placed on a waitlist.

### **Waitlist**

The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicants will be added to the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student seeks a new enrollment.

Students who wish to transfer to VPA of Oklahoma mid-school year may do so if the school has the capacity to serve that student in that grade level. Otherwise, the student will be added to a waitlist for that grade level.

### **Enrollment Process**

All enrollment procedures displayed here have been vetted and reviewed to assure compliance with all federal, state, and local statutes and policies. The procedures comply with FERPA, HIPA, OCR, and USDOE guidelines and regulatory statutes. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

To begin the **Enrollment Process**, please create an account on the enrollment portal and complete the online registration application.

Once the enrollment application is received, along with all required admissions documents and verification, your student will be enrolled in the school. Upon admission, additional registration materials will be collected. If you need help, a member of our enrollment team is here to support you through this process.

### **Eligibility Requirements**

Students must reside in the state of Oklahoma to be eligible for enrollment.

Age eligibility is as follows: Must be age 5 and 21 years on or by September 1 of the current school year and have not graduated from high school will be allowed to attend.

### **Transfer Application**

All students must complete Oklahoma's Student Transfer Application as part of the enrollment process and be approved to enroll by the receiving district. Once you complete and submit your student's transfer application, the application will be reviewed.

### [Oklahoma Student Transfer Application Form](#)

The form made available by the [Oklahoma State Department of Education](#)

For a printed copy, please contact the VPA of Oklahoma Office.

Student transfers may only be denied in the following circumstances:

- The district has exceeded its enrollment capacity for the grade level or academic program at the requested school;
- Incident of student discipline for a reason outlined in 70 O.S. § 24-101.3; and/or
- The student has a history of absences, which is defined as ten or more unexcused absences in one semester (70 O.S. § 8-101.2).

A student may only complete one transfer to a statewide virtual charter school per school year. Any subsequent transfer to any other statewide virtual charter school within the same year requires the concurrence of both the resident school district and the receiving virtual charter school. If a student is enrolled in a statewide virtual charter school for fifteen (15) days or less, the student is permitted to still enroll in one statewide virtual charter school without the concurrence of both districts during that same school year (70 O.S. § 3-145.3).

### **Required Documents**

**Proof of Student Identity & Guardianship:** Copy of your child's birth certificate (official or hospital-issued) showing the child's legal name, place and date of birth, and legal guardian(s). If the birth certificate is not available, your alternate option is a combination of Proof of Guardianship (court documentation) and Proof of Identity (child's passport or birth affidavit).

**Proof of Residency:** Documentation that proves the residency of the student and his/her primary parent/legal guardian. Details of the residency requirements are outlined in the Virtual Preparatory Academy of Oklahoma Residency Policy.

### **Immunization Records**

All student immunizations must be up to date before attending a school in Oklahoma.

(<https://oklahoma.gov/health/services/personal-health/immunizations/vaccines-for-school.html>)

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting a form to the school. The school shall maintain a copy of the application in the child's records and send a copy to the Department for approval. [Oklahoma State Department of Health- Certificate of Exemption](#)

1. A request for exemption for medical reasons shall contain a certificate signed by a physician stating that the physical condition of the child is such that the immunization would endanger the life or health of the child and that the child should be exempt for immunization.
2. A request for exemption for religious or other personal reasons shall contain a signed written statement from the parent or guardian stating a summary of the objections. Lost or unobtainable immunization records are not a ground for personal exemption.

### **Vision Screening**

Parents or guardians of any child subject to the Oklahoma School Code shall provide certification of vision screening for any child who is:

- a) in kindergarten, and the vision screening shall be completed within the previous twelve (12) months or during the school year;

- b) in the first grade, and the vision screening shall be completed within the previous (12) months, with certification provided to school personnel within thirty (30) days of the beginning of the school year; and
- c) in the third grade, and the vision screening shall be completed within the previous twelve (12) months, with certification provided to school personnel within thirty (30) days of the beginning of the school year.

### **Denial of Admission**

New students to the school shall be enrolled conditionally until educational records, including discipline records, from the schools previously attended by the student and other documentation are received by the school. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status may be revoked. The Head of School, or designee, may deny admission to the schools in accordance with applicable law.

Grounds for Denial of Admission include but are not limited to:

- Having been expelled from any school district during the preceding twelve months;
- Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other students or school personnel;
- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age (students must be at least five by September 1 and may not be over the age of 21 on or before September 1).
- Failure to comply with state immunization laws.
- Failure to provide proof of residency per board policy verifying residence within the boundaries of the state of Oklahoma.
- Intentionally providing erroneous information on the application for enrollment.
- A "history of absences" means 10 or more absences in one semester that are not excused for the reasons provided in Subsection B of Section 10-105 of Title 70 of the Oklahoma Statutes.
- Any act or reason authorized in Section 24-101.3 of Title 70 of the Oklahoma Statutes.

### **Open Transfer**

To the extent required by law, all students must complete Oklahoma's Student Transfer Application as part of the enrollment process and shall be considered a transfer student from their resident school district. VPA of OK shall pre-enroll students whose parents express an intent to enroll in the school. Upon pre-enrollment, the State Department of Education shall initiate a transfer on a form to be completed by the VPA. Upon approval by VPA of the transfer, the student may begin instructional activities. Upon notice that a student has transferred to VPA, the resident school district shall transmit the student's records within three (3) school days.

For questions or support during the enrollment process, please contact the team.

Call: 405-666-5177

Fax: 405-529-1894

Email: [enrollment@vprepok.org](mailto:enrollment@vprepok.org)