



SECTION III: STUDENT POLICIES 3000

Application/Enrollment/Lottery Policy

Oklahoma Virtual Charter Academy (“OVCA”) is an open-enrollment public charter school. Therefore, it is open to all eligible students subject to any capacity limits allowed by law, and OVCA 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.

Students in kindergarten through twelfth grade participating in OVCA must reside in Oklahoma as defined in Student Policy 3050 regarding residency and meet the age requirements in order to be eligible to enroll in OVCA. In the event OVCA shall have any capacity limitations, which may include program limits, class size limits, grade level limits, or building limits, the policy of the Board of Education for OVCA (“Board”) is to give admission and enrollment preference in the following order: (1) a student that is currently enrolled in the school; (2) the sibling of a child currently enrolled in the school; (3) a child of a person, or the spouse of a person that is employed by or contracted with the school to provide educational services; and (4) a child of an active member of the Board, or grandchild of an active member of the Board.

If, at any time, the number of eligible students applying for admission exceeds the capacity of the school, the Board directs the Head of School to conduct a lottery, which shall be held within the grade level that is oversubscribed, to select the student(s) that may be admitted to the school.

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.

The Board adopts the following general timetable for applications and enrollment and authorizes the Head of School to set specific dates, deadlines and forms to complete the application/enrollment/lottery process, and the transfer application process pursuant to the Board’s Open Transfer Policy.

Feb	Re-registration / re-enrollment for currently enrolled students
March	Application and pre-enrollment window opens
April	Pre-enrollment closes
April	Lottery (as necessary)
April/May	Parents notified

Source: OVCA Board Policy adoption 2/19/2015

Revised 4/27/2016

Revised 9/21/2017

Revised 6/21/2018

Revised 5/2022

Revised 7/30/2024

Revised 9/19/2024

For students enrolled in the school that apply to re-enrollment, a student must be in good standing with OVCA, to include not being on academic probation and/or excessive absenteeism. If a student is on academic probation, OVCA will not process a request for re-enrollment until a student is removed from academic probation. Should a student be on academic probation at the end of the academic school year, OVCA will not process and re-enroll the student in the best interest of the student as a school of choice that is not the best option for the student. If a student has had 10 or more absences during the second semester, OVCA will not process and re-enroll the student in the best interest of the student as a school of choice that is not the best option for the student. The Board of Education (“Board”) directs the Head of School to provide adequate notice to guardians of a student on academic probation of the possibility of denial of re-enrollment; and, the Board directs the Head of School to develop standards for the placement of a student on academic probation. OVCA is focused on students achieving academic success through the school model. The partnership with Learning Coaches and OVCA staff is crucial to this goal. OVCA may choose to put a student on Academic Probation if personalized academic goals and expectations are not being met. When a student is placed on Academic Probation, OVCA will outline action steps for student to complete in partnership with Learning Coaches and OVCA staff. This team will work to help students reach goals set by an Academic Probation Plan. Failure to fulfill these action steps may result in the denial of re-enrollment for the upcoming school year. It's crucial to note that insufficient support from Learning Coaches could lead to a student being placed on Academic Probation, underscoring the necessity of a strong partnership between the school and Learning Coaches.

The school shall conduct a lottery for any class/grade/program that is oversubscribed. Applications received prior to the established cutoff date will be eligible for participation in the admission lottery. When all the available seats have been filled, the school shall close enrollment for that class/grade/program that is oversubscribed. OVCA commits its seats to all students that enrolled during the current school year. If those students choose to withdraw during the year, they may return at any point during the current school year, so long as in compliance with applicable law and policy. If they do not return before the end of the school year, they must go through the enrollment/lottery process to enroll in an upcoming school year, like all other applicants. If, at the time the application window closes, the school is not oversubscribed, all applications submitted at that time will be admitted for enrollment, and the school shall continue to accept applications and enroll students until either the school reaches a capacity limit, or the enrollment deadline is reached. If the class/grade/program/school is not at capacity at the end of a month in grades kindergarten through 8th or at the end of a grading period in high school, the school may accept applications and enroll students until either the school reaches a capacity limit or the enrollment deadline is reached.

If the Head of School realizes that erroneous information has been provided to the school on an application, the Board authorizes the Head of School to take the appropriate action to address the inaccurate information. If a parent provides incorrect information on an enrollment application, the school will investigate to determine if a parent purposefully and intentionally misled the school. If the Head of School determines that the parent(s) action was purposeful, the Board authorizes the Head of School to revoke a student’s enrollment to the school.

Source: OVCA Board Policy adoption 2/19/2015

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The Board authorizes the Head of School to develop the necessary forms for the application/enrollment/re-enrollment/lottery process and to require students to submit the necessary documentation and to execute the necessary forms as a part of the school's application, enrollment, and transfer process.

This necessary documentation and forms may include, but is not limited to, documentation confirming residency by Student Policy 3050 and transfer forms as required by both policy and law.

Source: OVCA Board Policy adoption 2/19/2015

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