



# Enrollment Process Checklist

Oasis Elementary North: 239-283-4511

Oasis Elementary South: 239-542-1577

Oasis Middle School: 239-945-1999

Oasis High School: 239-541-1167

Jacquelin Collins, Superintendent

## **ENROLLMENT PROCESS:**

Applicants are placed on the waitlist based on the date the application is received. Once a seat is available, the applicant is notified and given **1 business day** to respond. If a response is not received the applicant is removed from the waitlist. If a seat is offered and declined, a new application must be completed to be placed back on the waiting list. *Students' positions on the waitlist may change at any time due to Enrollment Preference (see below).*

## **ENROLLMENT PREFERENCE**

Military, and siblings of students currently enrolled in our school system are given preference when enrolling. Please complete a Sibling Preference Seat Assignment Form when submitting your paperwork. This form will NOT guarantee a seat when applying to our school.

## **APPLICATION DOCUMENTS**

To finalize your child's application for our enrollment process, the following documents must be submitted:

- Student Registration form** completed and accurate (please be sure to answer all questions and fill in all areas). If your address and/or phone number change it is your responsibility to contact the school with updates. Inaccurate contact information will result in the loss of your seat, should one become available.
- Parent Involvement Acknowledgement** should be read, signed, and submitted.
- Parent Commitment Agreement** should be read, initialed, signed and submitted.
- Proof of Residency** must be submitted. *This can be any one of the following: electric, water, cable bill, signed lease agreement, title statement or a homestead exemption.* \*\*If you are residing with a relative or friend, a letter signed by that individual, must be submitted stating that you are residing in their home. Your name and your child's name must be included, and you must have a copy, in their name, of one of the proof of residence documents listed above.
- Driver's license:** Parent(s)/ Guardian(s) must be photocopied for your student's file to ensure that you are the parent/guardian legally able to enroll your student in school.
- Copy of your child's IEP** (Individual Education Plan) must also be provided if your child is in an Exceptional Student Education (ESE) Program (this includes Speech, OT, etc).
- Proof of Custody** must be provided if the student does not live with both natural parents.
- Birth Certificate** must be submitted.
- Form 680 Florida Certificate of Immunization** must be submitted and current.
- School Entry Health Exam** (within 12 months) must be submitted and current.
- Your Child's Social Security Card** Social Security Cards are used for identification and are not mandatory.

**Submission of these documents does not guarantee your student a seat in our system.** It allows your child to participate in our enrollment process. Families will be notified by phone, and by email when a seat becomes available.

***Please ensure your contact information is always up to date with us. Failure to do so, may result in loss of seat.***

**Thank you for your interest in our Oasis Charter School System!**