

# 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 must apply during the enrollment window. If the number of applicants exceeds the number of available seats, a lottery will be conducted to fill the available seats. Applicants applying outside of the enrollment window will be placed on a waitlist based on the date the application is received.. Once a seat becomes 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).

**\*Please note, families wishing to be placed on an elementary school's waitlist can only be placed on one of our school's waitlists. Switching to another elementary waitlist will not reserve your position on the former waitlist.**

## ENROLLMENT PREFERENCE

Military dependents, and siblings of students currently enrolled in our school system are given preference for seat availability 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!**