

## Admission Policies and Procedures

Odyssey Charter School Elementary Campus is open to all Kindergarten through 5<sup>th</sup> grade students in Brevard County. Odyssey accepts students on a first come, first served basis, unless the number of applications exceeds the number of seats available in any class.

Student applications for the upcoming school year are accepted beginning January 1<sup>st</sup> and allows students from any school district in the state, providing the student is not subject to a current expulsion or suspension order, to seek enrollment if the school has not reached capacity. A student from another district seeking enrollment under the controlled open enrollment process may not displace students enrolled at the school who reside in the school district. Therefore, if the number of in-county applications exceeds the number of seats available for any grade level at the school, applications for students from outside the county will be placed on a waiting list for that grade level and will be enrolled after all in-county applicants have been offered any open seat. A student from outside the county whose application is accepted may remain at the school until the student completes the highest-grade level offered by the school. After priority admission, if the number of applicants remaining is less than the number of seats available for any grade level, all applicants are admitted. If the number of applicants exceeds the number of seats available, the remaining applicants are placed in a lottery per grade level, and students are admitted as they are drawn from the lottery until each class is filled. A lottery is conducted on February 15<sup>th</sup>.

The remaining applicants that were not admitted through the lottery process are placed on a waiting list in the order drawn from the lottery. Students who apply after the deadline will be placed on the waiting list after the lottery applicants on a first come, first served basis.

Parents are notified in writing during the month of March of their acceptance and must attend a school orientation. Parents whose child has been accepted must register their child(ren) during registration week in the summer.

### Application Process

- ◆ Applications may be submitted to the front office. Upon submission, all applications will be screened for completeness.
- ◆ If a parent is submitting an application for more than one child, an application must be completed for each child.
- ◆ Applications are accepted between January 1<sup>st</sup> and the deadline of February 15<sup>th</sup> to be placed in the lottery.
- ◆ Applications for admission postmarked or received after February 15<sup>th</sup> will be assigned a number and added to the waiting list for the appropriate grade level.

- ◆ Students not selected for admission may reapply starting in January for the following school year.
- ◆ If any information on the application is false or not openly disclosed, it may be grounds for immediate withdrawal.
- ◆ Kindergarten parents must provide proof of child's age during application process. The child must be 5 years of age by September 1, 2020 to attend Kindergarten.

### Parent Contact Information

If parent/guardian contact information changes on the application, please notify us immediately. If the parent/guardian cannot be reached, the student application will be withdrawn from the waiting list.

### Enrollment Preference

Florida Statute provides that the School may give enrollment preference to certain student populations. Students will be offered admission without going through the lottery process provided their applications are received by February 15<sup>th</sup> and space is available for the appropriate grade level. If there is no space available, students receiving enrollment preference will receive priority placement on the waitlist. Students who may receive enrollment preference include students who:

- ◆ are siblings of a student enrolled in the school;
- ◆ are children of a member of the Governing Board;
- ◆ are children of an employee of the school;
- ◆ have successfully completed a VPK Program provided by the school or the school's Governing Board during the previous year;
- ◆ are the children of an active duty member of any branch of the United States Armed Forces.

### Lottery Process

- ◆ A lottery will be held on February 15<sup>th</sup> to fill those vacancies that remain after enrollment preference is given.
- ◆ Parents will be notified in writing of their child's acceptance no later than 21 days after the acceptance period deadline and have 15 days to notify the school in writing of their decision to attend.

### Waiting List

- ◆ A waiting list will be maintained for each grade level if applications exceed available space.
- ◆ Parents will be notified in writing if their student has been placed on the waiting list.
- ◆ All vacancies for the current school year will be filled from the waiting list.
- ◆ The waiting list does not carry forward to the next school year.



## K-5<sup>th</sup> Grade Elementary Campus

A Tuition-Free  
Brevard County  
Public  
Charter School

Admission  
Policies,  
Procedures,  
and  
Application

“Committed to  
Academic Excellence  
and the Education  
of the Whole Child”

Please visit our website at:  
[www.odysseycharterschool.com](http://www.odysseycharterschool.com)  
for additional registration news



# ELEMENTARY CAMPUS NEW STUDENT APPLICATION FOR THE 2020-2021 SCHOOL YEAR

**Grade your student is assigned to in the 2020-2021 School Year** \_\_\_\_\_

Office Use Only  
Date Received In Office: \_\_\_\_\_  
Time: \_\_\_\_\_  
Initials: \_\_\_\_\_

Student Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Former Name (if applicable) \_\_\_\_\_  
(as it appears on birth certificate) Last Name \_\_\_\_\_

Student Home Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Phone # \_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Employment \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Phone # \_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Employment \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Student Information**

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Male or Female (circle one) \_\_\_\_\_  
Race (circle one) Asian American Indian Hispanic Caucasian African American Multiracial  
Student's primary language \_\_\_\_\_ Primary language in home \_\_\_\_\_  
Current School Attending \_\_\_\_\_ County \_\_\_\_\_

Is your child currently suspended or expelled from another educational facility? *Yes* or *No* (circle one)  
Has your child successfully completed a VPK Program provided by an OCS, Inc. governed school during the previous year? *Yes* or *No* (circle one)  
Name of school that your child attended a VPK Program \_\_\_\_\_  
Is your student the child of an active duty member of any branch of the United States Armed Forces? *Yes* or *No* (circle one)  
Does your child have a sibling currently attending Odyssey? *Yes* or *No* (circle one) Name \_\_\_\_\_ Grade \_\_\_\_\_

List all siblings and their grades entering in the 2020-21 School Year that are **currently applying for admission** to Odyssey Elementary and/or Jr./Sr. High:

\_\_\_\_\_  
Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_  
Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

**How did you hear about us? (Circle all that apply)**

Post Card Radio Ad Social Media Word of Mouth Friend Drive by Other \_\_\_\_\_

**Other Student Information** - Please circle a *Yes* or *No* response to the following:

Will your child be walking to school? *Yes* or *No* Do you live within 0-2 miles from Odyssey Charter School? *Yes* or *No*  
Will your child be arriving by car? *Yes* or *No* Do you live within 2-4 miles from Odyssey Charter School? *Yes* or *No*  
Are you interested in bus transportation? *Yes* or *No* Do you live over 4 miles from Odyssey Charter School? *Yes* or *No*  
Will your child need the Before/Aftercare Program? *Yes* or *No* Are you interested in GATEway (Gifted/Talented) Information? *Yes* or *No*

All information requested is confidential and will be used by the school for informational registration purposes only. By signing this application, the parent or guardian certifies that all information is true and correct. \*\*If any information on this application is false or not openly disclosed, it may be grounds for immediate withdrawal. Should additional testing for student placement be necessary, permission is given to conduct such testing. If student is admitted, permission is given to have all student records transferred from other schools. Submission of a student application does not guarantee admission to the school.

**I understand that I will be required to attend a School Orientation event scheduled in the Spring as well as Registration in July, and that I am required to provide a copy of my child's birth certificate, immunization records, physical exam and proof of promotion at the time of registration.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_