

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.
- 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.
- Academic Transcript**
- State Test Scores: ELA, Math, Science**
- 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.
- AICE Application (If you are applying to the AICE Program)**

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!

Oasis High School

3519 Oasis Blvd.

Cape Coral, Florida 33914

Phone: 239-541-1167 Fax: 239-541-1590

STUDENT RECORDS REQUEST

Date: _____

Last School Attended: _____

Address of School: _____

Phone #: _____ Fax #: _____

PLEASE SEND A TRANSCRIPT OF THE OFFICIAL RECORDS FOR:

(Student's Name)

(Grade)

(Date of Birth)

PLEASE INCLUDE:

- ⇒ Health Records {Immunization (HRS Form 680) and Physical}
- ⇒ Birth Certificate
- ⇒ Current Grades
- ⇒ Test Scores
- ⇒ Exceptional Education Records

I hereby give permission for the above named school to release all student records as herein requested to facilitate the enrollment of my child at Oasis High School.

Parent/Guardian Signature _____ Date: _____

Thank you in advance for your prompt attention to this request.
Registrar-Information Specialist, Oasis High School