

## Odyssey Charter School Admissions Procedure

1. Odyssey Charter School (a State of Delaware public charter school) will accept applications during the open enrollment period from the first Monday in November through the second Wednesday in January of the school year preceding enrollment. (November 6, 2017 8am through January 10, 2018 4pm for the 2018/2019 school year.) All interested legal residents of the State of Delaware desiring to attend Odyssey Charter School must complete an application and submit that application to the school, including founders, employees, siblings, and any other interested parties. It is preferred that applications be made online at [www.schoolchoicede.org](http://www.schoolchoicede.org). Paper applications are available at the school. All applications received after the deadline, but postmarked by the deadline, will be considered received by the deadline. If oversubscribed at the end of the open application period, Odyssey Charter School will hold an electronic lottery, applying preferences as stated in the charter and allowed by state law. Applications received after the open enrollment period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, Odyssey Charter School will conditionally admit all students who apply within the open application period, and will add additional students as applications are received in the order that they are received.
2. The electronic lottery will be held in February of 2018. Results will be emailed (or mailed) to families as required by law by Wednesday, February 28, 2018.
3. Odyssey Charter School will show preference in filling the positions in the school, as allowed by Delaware State Law. The following preferences will be applied in the order listed below:
  - A. Children of Founding Members - The Board will maintain a list on file. This number cannot exceed 5% of the total seats available.
  - B. Children of full time employees of Odyssey Charter School.
  - C. Siblings of children currently attending the school and that will be in attendance the next school year.\*\*
  - D. Siblings of children conditionally accepted during this lottery.  
Once the lottery begins, this preference is applied to the siblings of the newly accepted students.  
(If the newly accepted student does not accept the invitation, the older sibling will lose any sibling preference given in the lottery and will go to the bottom of the waitlist for that grade.)

Once an applicant is assigned a number on a waiting list for a given grade, that applicant will not receive sibling preference in this fiscal year's lottery due to a brother or sister being admitted to another grade later in the lottery, nor will such an applicant placed on the waiting list provide a sibling preference to a brother or sister who is applying for any other grade(s).

Example 1: Joe Smith, 1<sup>st</sup> grade, and Ann Smith, 8<sup>th</sup> grade, are sibling applicants. There are 3 spots open in 1<sup>st</sup> grade. Joe Smith's name is drawn 2nd in the 1<sup>st</sup> grade drawing, so he is invited to attend 1<sup>st</sup> grade. Since Joe is now invited, Ann Smith is given sibling preference in the 8<sup>th</sup> grade drawing. (Siblings of current students are drawn first, and then siblings of students conditionally accepted during the lottery (like Ann) are drawn.)

Example 2. Using the same two students from the first example, Joe Smith, 1<sup>st</sup> grade, and Ann Smith, 8<sup>th</sup> grade, are sibling applicants. There are 3 spots open in 1<sup>st</sup> grade. Joe Smith's name is drawn 84<sup>th</sup> in the 1<sup>st</sup> grade drawing. After the 3 spots in 1<sup>st</sup> grade are filled, Joe is placed at # 81 on the waitlist for 1<sup>st</sup> grade. Ann Smith's name is drawn 1<sup>st</sup> in the 8<sup>th</sup> grade drawing and she is invited to attend Odyssey for 8<sup>th</sup> grade. Joe Smith has already been given a waiting list number in the previously held 1<sup>st</sup> grade drawing, so he will not be given sibling preference. Joe will remain 81<sup>st</sup> on the waitlist for 1<sup>st</sup> grade.

Example 3. Using the same two students from the first example, Joe Smith, 1<sup>st</sup> grade, and Ann Smith, 8<sup>th</sup> grade, are sibling applicants. There are 3 spots open in 1<sup>st</sup> grade. Joe Smith's name is drawn 2nd in the 1<sup>st</sup> grade drawing, so he is invited to attend 1<sup>st</sup> grade. Since Joe is now invited, Ann Smith is given sibling preference in the 8<sup>th</sup> grade drawing. Using the sibling preference, Ann's name is drawn 1<sup>st</sup>, and she is invited to attend Odyssey and accepts the invitation. Joe and

Ann's parents then decide NOT to accept Joe's invitation. Ann's invitation and enrollment are now withdrawn from Odyssey, and her name will go to the bottom of the waitlist for 8<sup>th</sup> grade.

After the lottery, the only change to the waiting list would be for the child(ren) of a newly hired full time employee (hired by the school after the open enrollment period closed). They will go to the front of the waiting list in the order their applications are received.

4. The order of the lotteries to determine admission for 2018/2019 and thereafter will be K, 1, 2, 3, 4, 5, 6, 7, 8 9, 10, and 11.

5. The intent of the sibling preference law is to keep families together.

SIBLING by definition is a:

- A. Biological/adoptive sibling
- B. Stepsiblings residing in the same household
- C. Foster children residing within the same household
- D. Stepsiblings living in different households are not considered for a sibling preference.**

Parents must indicate siblings on the applications. Odyssey Charter School cannot be responsible for determining which students are siblings.

**\*\*An alumnus of the school with a sibling applying for the following year does not qualify as a sibling for entrance preference. If a student is enrolled from the lottery based upon receiving the sibling preference and the student currently attending OCS withdraws to go to another school, the sibling accepted during the lottery will be deemed to have lost their acceptance to OCS. The sibling can then be placed at the bottom of the waitlist at the request of the parent.**

Same grade siblings will be treated as one single applicant unit, rather than as multiple applicants. When that one applicant unit is drawn in the lottery, the same grade siblings will be numerically ordered on the waiting list or conditionally accepted dependent upon where in the lottery that applicant unit was drawn.

**NOTE: Siblings of current students must submit an application to the school during the open enrollment period to be considered for admission.**

6. After the lottery takes place, those who still wish to apply may do so at

<https://www.schoolchoicede.org/ApplyInfo/Odyssey> or request an application from the office.

Once received, the application would be placed on the waiting list in the order received.

7. Applications are only valid for one year. New applications for the following year will need to be submitted for next year's consideration. The waiting list does not carry over year to year.

8. Any parent requesting that a student apply for a grade other than the grade that student would normally be attending, must submit a written request to the Headmaster at least three weeks prior to the lottery. The parent also must grant permission for Odyssey Charter School to obtain copies of records from the child's current school when requesting to skip/repeat a grade. The school's administration will be the final authority on whether a student should be allowed to skip a grade or repeat a grade.

9. Students applying for Kindergarten do not necessarily have to be currently enrolled in a pre-K program. An official birth certificate showing that the child will turn five-years old by August 31, 2018 will be required during the registration process in order for the student to be officially accepted.

10. The order of the waiting list is established according to the rules described above. It should be noted, however, that the number of openings in any grade may fluctuate based on other factors such as student withdrawals, retentions, reassignment of students to other grades or specific classes, finances, etc. These changes may occur at any time and will affect the number of openings available but not the order of students on the waiting list established during the lottery process.

11. If any information on current or previously submitted enrollment applications is found to be false and/or an attempt to obtain unfair lottery preference or unlawful early admission, the application and enrollment will be considered null and void, and will result in the rejection of the application form, disqualification from the lottery process if applicable, withdrawal of invitation offer, and/or termination of school choice by Odyssey Charter School.