Enrollment Policy

Virtual Preparatory Academy of Oklahoma (VPA of Oklahoma)

1. General Enrollment and Nondiscrimination

VPA of Oklahoma is a tuition-free, open-enrollment statewide public charter school serving Oklahoma residents in kindergarten through grade 12, subject to Board-approved enrollment capacity by grade level or academic program. All eligible students are welcome.

VPA of Oklahoma does not discriminate in admission on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, religion, ancestry, income level, aptitude, academic or athletic performance, or English-language proficiency.

2. Eligibility and Application

- Residency: Students must reside in Oklahoma, except as otherwise provided by applicable law for eligible military-dependent students.
- Age: Students must be at least five years old by September 1 of the school year, must not be over age 21 on or before September 1, and must not have graduated from high school or completed an equivalent secondary curriculum.
- Application: Families create an account in the online enrollment portal, submit the application and required verification documents, and complete any applicable Oklahoma Student Transfer Application. Additional registration materials may be collected after admission.

Each enrollment year begins with re-enrollment for returning students, followed by open enrollment for new applicants. The Head of School sets application deadlines and is authorized by the Board to receive, review, and decide applications and notify families of approval or denial. Decisions are subject to lawful school, grade-level, and program capacity limits and applicable student educational needs and services requirements.

Enrollment staff will assist families with the application process. Enrollment is finalized upon receipt and verification of required documentation and completion of applicable approval procedures; conditional enrollment and record review are addressed in Section 8.

3. Capacity, Lottery, and Waitlist

If applications exceed Board-approved capacity, VPA of Oklahoma will conduct a random selection lottery no later than the end of April, applying enrollment preferences first to returning students and siblings of enrolled students. If applications do not exceed available seats, enrollment remains open to the public until the applicable grade or program reaches capacity.

Lottery procedures:

- Applicants receive confirmation of lottery participation and notice of its date, time, and location. Lottery notice also serves as public notice of an official meeting, even if the Board takes no action.
- A designated official conducts the lottery under the oversight of a delegated Board member and verifies that all eligible applicant names are included.
- Selections proceed from the highest grade level through kindergarten, with applicable preferences applied first. Once selected, a student is treated as enrolled for the remainder of the lottery process; the designee monitors selections to prevent overenrollment.

Applicants not offered seats are placed on an ordered waitlist in the sequence drawn. The waitlist remains active for that academic year only and does not carry forward; students seeking admission in a later year must submit a new application. Midyear transfer applicants may enroll if capacity exists in their grade or program; otherwise, they are waitlisted.

4. Oklahoma Student Transfers

To the extent required by law, students must complete Oklahoma's Student Transfer Application and receive approval from the receiving district. VPA of Oklahoma will pre-enroll students whose parents express intent to enroll. Following pre-enrollment, the State Department of Education initiates the transfer process on a form completed by VPA of Oklahoma. Students may begin instruction upon VPA approval of the transfer. The resident district must transmit student records within three school days after notice of transfer.

Student transfers may be denied only for grounds permitted by applicable law, including:

- Enrollment capacity exceeded for the applicable grade level or academic program;
- A qualifying disciplinary incident under 70 O.S. § 24-101.3; or
- A history of absences, defined as ten or more unexcused absences in one semester, as provided in 70 O.S. § 8-101.2 and applicable statutory exceptions.

A student may complete only one transfer to a statewide virtual charter school per school year. A subsequent transfer to another statewide virtual charter school in that year requires concurrence of the resident district and receiving virtual charter school. If the student attended a statewide virtual charter school for 15 days or fewer, the student may still enroll in one statewide virtual charter school that year without both districts' concurrence (70 O.S. § 3-145.3).

Oklahoma Student Transfer Application:
https://sde.ok.gov/sites/default/files/Student%20Transfer%20Application%20Form.pdf

State Department of Education information: https://sde.ok.gov/student-transfers. Printed copies are available from the VPA of Oklahoma office.

5. Military-Dependent Student Enrollment (70 O.S. § 3-140(J))

VPA of Oklahoma accepts electronic enrollment and course-registration applications from eligible military-dependent students. This provision applies when a parent or legal guardian on

active military duty is transferred or pending transfer under official orders to a military installation in Oklahoma. “Active military duty” includes full-time active uniformed service, including National Guard and Military Reserve members serving under active-duty orders. Eligibility is determined under 70 O.S. § 3-140(J).

Procedures:

1. The parent or guardian submits the school enrollment application and Oklahoma Student Transfer Application, as applicable.
2. Enrollment staff review appropriate supporting documentation, including official orders showing a transfer or pending transfer to an Oklahoma military installation.
3. The Head of School or designee determines eligibility under applicable law and considers the student under lawful enrollment, capacity, and lottery procedures.
4. The parent or guardian supplies proof of Oklahoma residence within ten days after the published arrival date shown in official documentation.
5. The school provides written notice of the determination and remaining enrollment steps and coordinates timely educational-record transfers and appropriate special education, Section 504, and English learner services, as applicable.

The school retains applications, eligibility documentation, decisions, and enrollment outcomes in accordance with student-record retention and confidentiality rules, identifies students enrolled under this provision, and ensures enrollment personnel follow these procedures. Legal reference: 70 O.S. § 3-140(J) and applicable provisions of the Education Open Transfer Act.

6. Required Enrollment Documentation

- Student identity and guardianship: An official or hospital-issued birth certificate showing the student’s legal name, birthplace, birthdate, and guardian(s). If unavailable, provide both guardianship documentation (such as a court order) and proof of identity (such as a passport or birth affidavit).
- Residency: Documentation establishing the Oklahoma residence of the student and primary parent or legal guardian, consistent with the VPA of Oklahoma Residency Policy and applicable exceptions.
- Immunizations: A current immunization record or a properly submitted exemption application, as permitted by Oklahoma law.

7. Immunization Exemptions and Vision Screening

Students must comply with Oklahoma school immunization requirements. Parents or guardians may request an exemption by submitting the required form to the school; VPA of Oklahoma keeps a copy in the student record and forwards a copy to the Oklahoma State Department of Health for approval.

- Medical exemption: A physician-signed certificate stating that immunization would endanger the child’s life or health and that exemption is warranted.

- Religious or other personal exemption: A signed parent or guardian statement summarizing the objection. Lost or unavailable immunization records do not qualify as grounds for personal exemption.

Immunization requirements: https://oklahoma.gov/health/services/personal-health/immunizations/vaccines-for-school.html

Exemption form: https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/certificate-of-exemption.pdf

Parents or guardians must provide vision-screening certification as follows:

- Kindergarten: Screening completed within the preceding 12 months or during the school year.
- Grades 1 and 3: Screening completed within the preceding 12 months; certification provided to school personnel within 30 days after the school year begins.

8. Conditional Enrollment and Denial of Admission

New students may be conditionally enrolled pending receipt of prior educational and disciplinary records and other required documentation. Conditional enrollment may be revoked if the records establish lawful grounds for denial. The Head of School or designee may deny admission only as permitted by applicable law, subject to all required federal and state exceptions, including military-dependent enrollment protections.

Potential grounds for denial include:

- Expulsion from another school district within the preceding 12 months or conduct in that period detrimental to the welfare or safety of students or personnel;
- Prior high school graduation or completion of an equivalent secondary curriculum;
- Failure to meet age, Oklahoma residency, or state immunization requirements;
- Intentional misrepresentation in an enrollment application;
- A qualifying history of ten or more unexcused absences in one semester, as defined by applicable Oklahoma law; or
- Conduct or another basis authorized under 70 O.S. § 24-101.3.

9. Student Rights, Records, and Support

VPA of Oklahoma follows applicable federal, state, and local enrollment requirements, FERPA, and U.S. Department of Education rules. The school complies with protections for students with disabilities, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

10. Enrollment Assistance

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