



## SECTION III: STUDENT POLICY 3000

---

### Application/Enrollment/Lottery Policy

Insight School of Oklahoma, Inc. (“ISOK”) is an open-enrollment public charter school. Therefore, it is open to all eligible students subject to any capacity limits allowed by law, and ISOK does not discriminate in its admissions policies or practices on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, religion, ancestry, income level, disability, aptitude, academic or athletic performance, or proficiency in the English language.

Students in sixth through twelfth grade participating in ISOK must reside in Oklahoma as defined in Student Policy 3160 regarding residency and meet the age requirements in order to be eligible to enroll in ISOK. In the event ISOK shall have any capacity limitations, which may include program limits, class size limits, grade level limits, or building limits, the policy of the Board of Education for ISOK (“Board”) is to give admission and enrollment preferences in the following order: (1) a student that is currently enrolled in the school; (2) the sibling of a child currently enrolled in the school; (3) a child of a person, or the spouse of a person that is employed by or contracted with the school to provide educational services; and (4) a child of an active member of the Board, or grandchild of an active member of the Board.

If, at any time, the number of eligible students applying for admission exceeds the capacity of the school, the Board directs the Head of School to conduct a lottery, which shall be held within the grade level that is oversubscribed, to select the student(s) that may be admitted to the school.

Enrollment and admission decision will be based on school capacity limitations, class/grade capacity limitations, program availability, and/or education needs of the student.

The Head of School will set deadline(s) for applications for admission. The Board authorizes the Head of School to receive, review and consider applications for admission. The Board authorizes the Head of School to notify parents/students of the approval or denial of their application.

The Board adopts the following general timetable for applications and enrollment and authorizes the Head of School to set specific dates, deadlines and forms to complete the application/enrollment/lottery process, and the transfer application process pursuant to the Board’s Open Transfer Policy.

Feb	Re-registration / re-enrollment for currently enrolled students
March	Application and pre-enrollment window opens
April	Pre-enrollment closes
April	Lottery (as necessary)
April/May	Parents notified

Source: ISOK Board Policy adoption 5/1/2014

Revised 5/26/2016

Revised 9/19/2017

Revised 12/8/2021

Revised 6/30/2022

The school shall conduct a lottery for any class/grade/program that is oversubscribed. Applications received prior to the established cutoff date will be eligible for participation in the admission lottery. When all the available seats have been filled, the school shall close enrollment for that class/grade/program that is oversubscribed. ISOK commits its seats to all students who enrolled during the current school year. If those students choose to withdraw during the year, they may return at any point during the current school year, so long as in compliance with applicable law and policy. If they do not return before the end of the school year, they must go through the enrollment/lottery process to enroll in an upcoming school year, like all other applicants. If, at the time the application window closes, the school is not oversubscribed, all applications submitted at that time will be admitted for enrollment, and the school shall continue to accept applications and enroll students until either the school reaches a capacity limit, or the enrollment deadline is reached. If the school is not at capacity at the end of a grading period, the school may accept applications and enroll students until either the school reaches a capacity limit, or the enrollment deadline is reached.

If the Head of School realizes that erroneous information has been provided to the school on an application, the Board authorizes the Head of School to take the appropriate action to address the inaccurate information. If a parent provides incorrect information on an enrollment application, the school will investigate to determine if a parent purposefully and intentionally misled the school. If the Head of school determines that the parent(s) action as purposeful, the Board authorizes the Head of School to revoke a student's enrollment to the school.

The Board authorizes the Head of School to develop the necessary forms for the application/enrollment/lottery process and to require students to submit the necessary documentation and to execute the necessary forms as part of the school's application, enrollment, and transfer process.

This necessary documentation and forms may include, but is not limited to, documentation confirming residency by Student Policy 3160 and transfer forms as required by both policy and law.

Source: ISOK Board Policy adoption 5/1/2014

Revised 5/26/2016

Revised 9/19/2017

Revised 12/8/2021

Revised 6/30/2022