



Official Procedure of Ogden Preparatory Academy

7. Students

7.14.PRC.1 Student Enrollment Procedure

Effective/Revision Date: 02/26/2016

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Students to be enrolled will be selected at random using a lottery system.

The following items will be completed after a student has been selected from the lottery and prior to their first day of school (if possible).

1. Student's guardian will complete the registration packet (online or paper/pencil).
 - a. Guardian will complete a lunch application unless waived by guardian.
 - b. Grades 5-9: Verify student's Spanish ability with guardian or student.
2. Create a Cumulative File for the Student (Boy - blue, Girl - red)
 - a. Copy the birth certificate and immunization records.
 - b. Label with name as it appears on the birth certificate.
 - c. Staple a copy of the birth certificate on the front side of the Cum. file
 - d. Staple a copy of the USIS forecast on the back side of the Cum. file.
 - e. Copy the Utah School Immunization Record from USIS on pink paper and place in the Cum. file.
3. Input student information into student information system (ASPIRE).
 - a. Verify Name spelling (including hyphen) and birthdate from birth certificate. (check Verified: Birth Certificate)
 - b. Enter E-1 enrollment. Make sure enrollment date is the first day the student will be attending OPA.
 - c. Enter appropriate District of Residence based on address. If unable to determine, notify Registrar.
 - d. Retrieve SSID. If unique SSID is not found, notify Registrar.
 - e. Enter vision screening for Kindergarteners.
4. Records Processing
 - a. Send records request to previous school.
 - b. Check for Special Programs.
 - IEP:
 - Attach a yellow sticker to the Cumulative file.
 - Notify Special Education Director.
 - ELL:
 - Attach a blue sticker to the Cumulative File.

- Notify ELL Director.
 - Give ELL file information to EL File Manager.
 - 504: notify Vice Principal.
 - Behavior Record:
 - Attach a green sticker to the Cumulative File.
 - Notify Vice Principal.
 - Medical issue:
 - Enter information into student information system.
 - Attach a pink sticker to the Cumulative File.
 - Notify Teachers and administration as necessary.
 - Dead File: attach a purple sticker
5. Scheduling and School Processing
 - a. Create an IT work ticket with Name and Grade.
 - b. Provide student information to Registrar for scheduling (include Spanish ability, and Special program status).
 - c. Notify Elementary Computer teacher with Name and Grade. (Grades K-6)
 6. Student Materials
 - a. Name Tag
 - b. Planner (Grades 3-9)
 - c. Locker Assignment and Combination (Grades 4-9)
 - d. Homeroom/Data Binder
 7. Student Arrival
 - a. Students shall be scheduled to start within 7 days after drawing from the lottery unless extenuating circumstances require a longer time.
 - b. Students shall be scheduled to arrive at school and be ready to start classes no later than 8:30 am.

Document History

Approved: 02/26/2016

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