Terms:

Application - Student is applying to attend OPA
Placement - Student has been placed in a seat in the grade in which they applied
Waitlist - Student did not get placed in a seat and has been put on a waitlist
Accepted - Guardians have accepted the students seat
Enrollment/Registration - Guardians are registering their accepted student
Re-Enrollment/Re-Registration - Guardian is re-registering their existing student

New Student Application Procedure

1. Visit www.ogdenprep.org
2. Click on "New Students Apply Today" image at the top of the page
3. If you have already created an account, you can login. If you have not created an account, create an account.
4. Once logged in, follow the steps to complete the application for each of your students.

New Student Lottery Placement Procedure

1. Once an application is submitted, it is placed in a queue until the lottery is run.
2. The lottery runs at a set time and date and randomly places students in seats to fill vacancies. If a student is not placed, they are put on a waiting list.
3. Once a student is placed, the guardians have 10 days to accept the seat.
4. After 10 days if the guardians have not accepted the seat, their application will be denied and the next person on the waiting list will be placed.
5. After accepting a seat, guardians will receive instructions on how to enroll/register their student/s.

New Accepted Student Enrollment/Registration Procedure

1. After accepting a seat, guardians will receive an acceptance email with instructions on how to enroll/register their student/s.

2. The website to enroll/register is:
   https://ogdenprep.usoe-dcs.org/Students/Register/Start
3. The enrollment/registration website gives guardians the option to log into Aspire with a current account or create a new Aspire account.
4. Once logged in, guardians will be asked to review, fill out, and electronically sign the enrollment/registration paperwork.

Existing Student Re-Enrollment/Registration Procedure

1. Guardians will receive an email with instructions on how to re-enroll/re-register their student/s.
2. The website to re-enroll/re-register is:
   https://ogdenprep.usoe-dcs.org/Students/Register/Start
3. The re-enrollment/re-registration website gives guardians the option to log into Aspire with a current account or create a new Aspire account.
4. Once logged in, guardians will be asked to review, fill out, and electronically sign the re-enrollment/re-registration paperwork. Updates and changes can be made at this time.

Document History
Approved: 12/17/2018

Legal References