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 "Enrollment" image at the top
3. Then Click on "New Students Apply Today" image on the left
4. Click the year you wish for your student to be entered in the lottery
5. Complete the Lottery Application

New Student Lottery Placement Procedure

1. Once an application is submitted, the lottery manager will then process the applications.
2. The lottery will be run at a set time and date and randomly place 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 by completing the enrollment through Aspire on the school website.
4. After 10 days if the guardians have not completed the enrollment process, the application will be denied and the next person on the waiting list will be placed.

New Accepted Student Enrollment/Registration Procedure

1. When the student is accepted, 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.org/enrollment-registration/
3. Click on "Enrollment" on the top of the screen.

4. Then Click on "Accepted students register today"
5. The enrollment/registration website gives guardians the option to log into Aspire with a current account or create a new Aspire account.
6. 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.org/enrollment-registration/
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

Revised: 09/11/2020 *number changed from 2.06.PRC.1 to 7.14.PRC.1 to align with enrollment and lottery policy. Changed to update the placement procedure.*

Reviewed: 1/31/2022

Legal References