

**Intake Procedures**

**Intake Documents/Procedures Needed For Each New Student:**

* OA Counselor Referral form completed and **signed by building counselor AND building administrator.**
* Parental Notification of Referral to OA form completed and **signed by parent AND building administrator.**
* A list of classes needed in order to graduate
* A current transcript
* An updated IEP if needed. All IEP students will need to be approved by Mr. Tom Porter, Director of Special Services, before being admitted to OA.
* All documentation is forwarded to the attention of the OA Coordinator or

Asst. Coordinator.

**Once Above Documents Are Received by OA:**

* The OA Coordinator or Asst. Coordinator reviews all documentation before passing documentation on to the OA Counselor.
* The OA Counselor calls and schedules an appointment date and time for the parent/guardian and student to come into the OA office for an interview with an OA Coordinator, Asst. Coordinator, or Counselor.
* Parents are instructed by the OA Counselor to enter CSU at the 99th & King Drive entrance, behind the Jesse White Secretary of State Office. Once you pass the CSU gate, make a left at the first street. Come all the way down. The Education Building is on your left. We are in Room 210.

**During the Interview:**

* The student’s transcript and classes needed to graduate will be discussed.
* The parent/guardian or student will complete the Transportation Information form. Ventra Card will be ready for pick up in the OA office on the student’s first day of class.
* The student will complete the OA Housing Survey.
* The student will select up to 4 CSU Friday classes being offered that semester.
* The student will complete the OA Career and Post-Secondary Plan.
* The student will use their cell phone to sign up for the Remind App to get OA information right on their phone.

**Before Leaving the Interview, Each Student Will Receive:**

* An OA Bell Schedule with non-attendance days listed by semester.
* An OA current school year calendar.
* Instructions to go to the Attendance Office at TR to get an OA ID. Regardless of the home school the student comes from, **ALL OA students** must get an OA ID at TR. Enter Door 12. IDs are to be worn at **ALL** times while on CSU’s campus.
* A lanyard for the ID.

**After the Interview:**

* The OA Counselor creates a file (color coded according to the home school colors:

TR – blue, TT – purple, TW – yellow) to keep all documentation.

* The tab on each file has the student’s last name, first name, and ID# under the name.
* Complete the OA Student Success Plan.
* Completed files are kept alphabetically in the file cabinet near the Administrative Assistant’s desk.