Enrollment Guide for School Teams

November 2021

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Introduction

Overview of Enroll Tulsa

Guided by our district's core belief that all children deserve the opportunity to develop their full academic and social potential and that we must provide resources and supports matched to student need, Tulsa Public Schools and its authorized charter schools have created an improved enrollment system (Enroll Tulsa) that will ensure our families have a fair and easy process for accessing schools that are right for their students. Our vision for this work is to provide Tulsans an enrollment system that ensures all students have equitable access to the available learning experiences of their choice, and to the opportunities to develop their full academic and social potential.

The core components of this system include

- A comprehensive support and information system for families to navigate the enrollment process. This includes providing a list of participating schools and what they offer, instructional materials for completing forms, as well as assisting families in completing forms.
- Common timeline for procedures – application submission, acceptances, and registration.
- Common application materials.
- Centralized mechanisms to match students to schools (e.g., lotteries).

Enroll Tulsa enables families to participate and apply to every school in the system through a single application and process. On the common lottery application, parents can select up to 6 schools for each child, and they must list the schools in the order they prefer them: 1st choice, 2nd choice, 3rd choice, etc. They can select fewer than 6 schools. The rankings are not weighted, so it is in families' best interest to rank their school choices in the exact order they prefer to attend. They cannot list a school twice, though some schools have multiple programs that require separate selections.

Enroll Tulsa enters each common lottery application's data into a lottery software program, which determines which students are assigned, or "matched", to each school. No student can be matched to more than one school. Students will ONLY be matched to a school listed on their application. If a match cannot be made the student has the option to enroll at his or her assigned neighborhood school or the school they are currently enrolled at if that school serves the student's application grade. The lottery software builds matched student rosters and waitlists for each school through a centralized waitlist management system in the application software. Schools are then responsible for reaching out to families who have been "placed" at their schools with instructions and next steps.
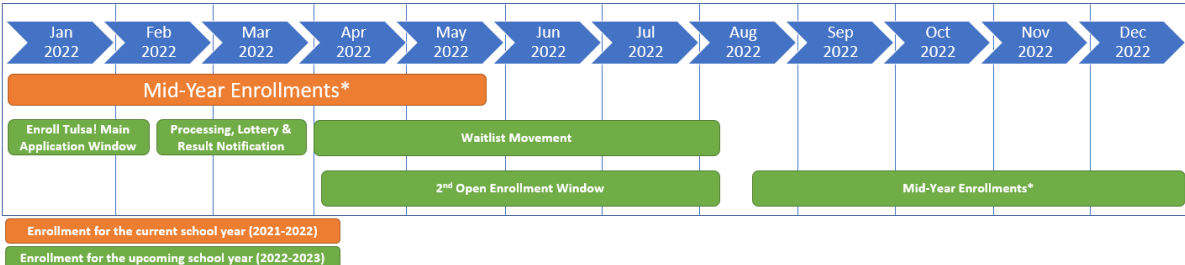
Purpose of Guide

The Enroll Tulsa school guide provides participating schools with a user's guide to enrollment policies, regulations, procedures and expectations. All school staff engaging in enrollment activities are expected to read and understand the information in this guide. The guide will be updated annually.

School Year 2022-2023 Enroll Tulsa Key Dates

- **January 5, 2022: Enroll Tulsa application opens to the public at 8:00 am**

- **February 13, 2022: Enroll Tulsa application closes to the public at 11:59 pm**

- **February 14, 2022 - March 11, 2022: Application Processing**

  - The Enroll Tulsa team will process all applications, verify preferences and priorities, and collect academic data for criteria magnet schools.

- **March 21, 2022 – March 25, 2022: Placement Lottery Run**

  - Lottery for all grades and schools will run and results will be available to schools for review.

- **March 31, 2022: Lottery results released for all grades and schools**

  - Applicants will be notified of school placements as well as all waitlist placements.

- **April 4, 2022: Open enrollment window opens**

  - Applications will open for families who missed the first window or who are not satisfied with their placement. Applications will be placed on a first come first serve basis.

- **August 1st: Close of 2nd Open Enrollment Window and Waitlist for TPS Schools**

  - Waitlists and the 2nd open enrollment window are expected to close on August 1, 2022 for TPS Schools. TPS-Authorized charter schools will determine their own waitlist and enrollment timelines.

Enrollment Process Timeline

| Jan 2022 | Feb 2022 | Mar 2022 | Apr 2022 | May 2022 | Jun 2022 | Jul 2022 | Aug 2022 | Sep 2022 | Oct 2022 | Nov 2022 | Dec 2022 |

Mid-Year Enrollments*

Enroll Tulsa! Main Application Window | Processing, Lottery & Result Notification

Waitlist Movement

2nd Open Enrollment Window

Mid-Year Enrollments*

Enrollment for the current school year (2021-2022)
Enrollment for the upcoming school year (2022-2023)

*Mid-year enrollments are specifically for students transferring into the district during the school year. Students seeking to enroll in the district after the school year has started can do so at anytime and can select any non-magnet school, provided there is space available. The Enroll Tulsa! process is not applicable to these students as it is process to enroll in a school for the following school year and not the current one.

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Participating Schools

Over 70 public schools in the city of Tulsa are participating in the Enroll Tulsa application system.

TPS Elementary Schools

Anderson Elementary	Hamilton Elementary	Owen Elementary
Bell Elementary	Hawthorne Elementary	Patrick Henry Elementary
Burroughs Elementary	Hoover Elementary	Peary Elementary
Carnegie Elementary	John Hope Franklin Elementary	Robertson Elementary
Celia Clinton Elementary	Kendall-Whittier Elementary	Salk Elementary
Clinton West Elementary	Kerr Elementary	Sequoyah Elementary
Cooper Elementary	Key Elementary	Skelly Elementary
Council Oak Elementary	Lanier Elementary	Springdale Elementary
Disney Elementary	Lewis and Clark Elementary	Unity Learning Academy
Dolores Huerta Elementary	Lindbergh Elementary	Wayman Tisdale Fine Arts Academy
Eisenhower International*	MacArthur Elementary	Whitman Elementary
Eliot Elementary	Marshall Elementary	Zarrow International*
Emerson Elementary	Mayo Demonstration*	
Eugene Field Elementary	McClure Elementary	
Felicitas Mendez International*	McKinley Elementary	
Grissom Elementary	Mitchell Elementary	

TPS Middle Schools

Carver Middle^	Hale Middle	Webster Middle
Central Middle	Memorial Middle	Will Rogers Middle*
East Central Middle	Monroe Demonstration	
Edison Middle ~	Thoreau Demonstration*	

TPS High Schools

Booker T. Washington High^	Edison High~	Memorial High~ "
Central High	Hale High	Webster High
East Central High	McLain High"	Will Rogers High*

TPS - Authorized Charter and Partnership Schools

College Bound Academy	KIPP College Prep	Tulsa Legacy Charter School
Collegiate Hall	KIPP University Prep	Tulsa Honor Academy Middle School
Greenwood Leadership Academy	Tulsa School of Arts & Sciences	Tulsa Honor Academy High School

TPS Alternative Schools

North Star Academy	Tulsa Met Middle School / High School
Phoenix Rising	Tulsa Virtual Academy

Role of Schools in Enroll Tulsa

Schools participating in Enroll Tulsa may not accept applications from new students for SY22-23 before January 5, 2022 outside of the Enroll Tulsa process. All applications for new students must come through the Enroll Tulsa application system at enroll.tulsaschools.org.

Schools participating in Enroll Tulsa may not operate a separate lottery or waitlist outside of the Enroll Tulsa process. Enroll Tulsa will conduct a common lottery on behalf of all participating schools. School websites and materials should clearly reflect the Enroll Tulsa deadlines and link to the application. Enroll Tulsa will accept applications in all grades served unless TPS projects there will be no seats available for transfers in any given grade or school. TPS-authorized charter schools decide how many spaces to open in each grade and inform the Enroll Tulsa team of such before the lottery is run.

School staff will have access to a "Staff Portal" where they will have access to their applicant and all data collected on the application can download the data into an Excel spreadsheet. The data will include all contact information for applicants collected by the application. School staff should reach out to applicants to encourage them to attend open houses, send marketing materials, and notify families of specialized programming (e.g., online, dual language, residential, etc.). School staff must be careful to ensure that any messages they send do **not** imply that the family has been or will be admitted or that they must rank the school as #1 to be admitted.

Staff members supporting the Enroll Tulsa process will neither encourage nor discourage families from selecting any school. Enroll Tulsa staff and representatives will answer factual questions from families about specific schools (e.g., location, grades served) but will not express any subjective opinions about the merits of a specific school or set of schools. All Enroll Tulsa -sponsored events will be cross-sector, and open to all participating schools.

REQUIRED FOR PARTICIPATING SCHOOLS

- ☐ Participating schools cannot hold their own lottery or accept applications from new students separate from Enroll Tulsa
- ☐ School websites and promotional materials should refer parents to enroll.tulsaschools.org for the purpose of submitting a lottery application.
- ☐ Maintain a computer readily available for walk-in families to submit lottery applications on enroll.tulsaschools.org.
- ☐ Schools must allow front-line staff to be trained to assist families with applications.

- ☐ Follow-up with placement students to ensure all required documentation has been submitted for enrollment and/or to confirm they will attend.

RECOMMENDED FOR PARTICIPATING SCHOOLS

- ☐ Encourage families to attend open houses and learn more about the school.
- ☐ Remind current families with currently-enrolled students who have new siblings to apply for their siblings on enroll.tulsaschools.org. Reminder that siblings, while qualifying for a preference in the lottery, are not guaranteed a spot at your school.
- ☐ Remind students transitioning out of their school to apply for their next school on enroll.tulsaschools.org. (e.g. students moving from elementary to middle school or students moving from middle school to high school)

Roles and Responsibilities

Enroll Tulsa operates in partnership with participating schools. Below is an overview of key roles and responsibilities of all participating schools and Enroll Tulsa. The rest of the guide outlines these responsibilities in greater detail.

	School Responsibilities	Enroll Tulsa Responsibilities
Marketing and Communication	• Promote the enrollment window to transitional grade students (students leaving the school the following school year) • Send notices to parents about enrollment window (transitional grade students only) • Develop and implement recruiting strategy specific to each school	• Promote the enrollment window in various media avenues including radio, social media, television interviews, community events. • Promote window to all transitional grade students across the district • Organize information sessions for community around the Enroll Tulsa process • Advertise the application and lottery processes to District families, prioritizing outreach to hard-to-reach communities
Collecting applications from new students	• Make at minimum two school-level staff available for training on the application software • Maintain a publicly available computer for families who walk in for assistance • Collect and upload documentation that applying families deliver to them • Provide opportunities for families to learn more about your school (ex., open houses) • Proactively encourage all transitional grade students to apply • Schedule a least one enrollment night for transitional grade students to come and apply to next school • Remain neutral between schools and sectors	• Maintain an online system to collect applications from families • Support families that visit the TPS Enrollment Center on submitting application • Collect and upload documentation that applying families deliver to them • Support families and schools via the Enroll Tulsa hotline and enroll@tulsaschools.org with the application process and applying • Clean application data (ex., remove duplicate applications) • Remain neutral between schools and sectors • Assist schools in interpreting application data and providing supplemental analysis throughout cycle
Running the lottery	• Determine number of spaces available for new students and provide to Enroll Tulsa (Charter Schools only) • Verify preferences for the lottery (Charters)	• Run the lottery and provide schools with new student rosters and waitlists • Provide lottery results to families through the Enroll Tulsa application system, e-mail and regular mail.
Enrolling students	• Contact matched families to inform them of documentation still needed to enroll • Collect and upload any documentation the matched families deliver to them • Inform Enroll Tulsa staff of any seats that have been declined by matched families OR decline seat on behalf of family in SmartChoice	• Contact matched families to inform them of documentation still needed to enroll • Collect and upload any documentation the matched families deliver to them • Update lottery lists with seat declines from matched families • Decline seats on behalf of families in SmartChoice • Push enrollments over to Powerschool so schools can begin scheduling (TPS schools only)
Managing waitlists	• Send offers to students when seats become available (charter schools only) • Reach out to families on waitlist and confirm they want to remain on the waitlist.	• Centralize and maintain an online system for school waitlists • Make each student's current waitlist status and position available to families • Move students from waitlist into open seats shortly after they become available (TPS Schools)

School Staff Training on SmartChoice

The Enroll Tulsa team will provide training for all school staff that each school assigns. Schools are required to have at least two staff members trained to support families with all aspects of the application process. These include:

- Creating a parent account in Smartchoice
- Resetting passwords for families
- Assist families in entering applications into the system
- Making changes to the application after submission
- Assist families in uploading any required documents
- Contacting applicants in bulk
- Answering general questions about the process

Trainings will be held early December (before winter break) and will be between 90 - 120 minutes in duration.

Enroll Tulsa Application

How does the application work?

The SY22-23 lottery application will launch on Wednesday, January 5, 2022. Families must set up a family account – with an email address OR phone number – or log in to an existing account to initiate the application process. Thereafter, families may submit a maximum of <u>one</u> complete application for each child in their family under the same family account. On each application, they can select up to 6 schools. Families must list their school selections in the order of preference: 1st choice, 2nd choice, and so on.

The application can only be submitted online. Families who do not have access to a computer with internet connectivity can call the TPS enrollment center at (918)-746-7500 or any participating school for assistance and a staff member can support the family complete an application over the phone. Families may also complete an Enroll Tulsa application at any participating school via the computer the school makes publicly accessible or the TPS Enrollment Center.

For SY22-23, lottery applications are due by February 13, 2022 for all grades and schools. Families may edit or delete applications at any point before their application deadline without penalty. They can also start an application, save it, and return to it later. They must submit the application by 11:59pm Central Time on the day of the application deadline for it to be included in the lottery. <u>This means that the date and time of when the application was submitted has no impact on the outcomes of the lottery.</u>

It is important that guardians match each application to the correct student, as this prevents duplicate student accounts, reduces technical difficulties, and improves efficiency of the application process. If an applicant currently attends or has ever attended a school in Tulsa Public Schools, they have a unique student number, also known as the lunch number. These students are termed as "existing students" in the student information system. When starting a new application for existing students, parents should enter in the student's name exactly as stated on their birth certificate, date of birth and student number. This will match the existing student to the guardian's profile and will auto-populate any information we have for that student in the application. If a family does not know their child's student number, they can contact the TPS Enrollment Center, or their current school, to obtain the number.

If an applicant has never attended a public school in Tulsa Public Schools district, then the student number is not required to proceed with the lottery application. The parent will simply check "No" that the student has not attended school at TPS before and proceed with the application. An example would be if a student is applying to enter school at PreK, or the student is transferring to TPS from an outside school district.

Using student numbers helps reduce the number of duplicate applications and allows for cleaner application data since the student number can be linked to a child's current school, grade, and date of birth. It also speeds up the application for families as much of the information will be auto-populated.

Who should apply?

A family should submit an application if they want their child to be a NEW student at a:
- Prek or Kinder program at any Tulsa public school or TPS-authorized charter school, including a family's in-boundary school or any TPS early education partner;
- School outside their boundary or feeder pattern for any grade (PreK - 12), including:
    o Any TPS magnet school (lottery or criteria)
    o TPS-authorized charter school
    o TPS neighborhood school outside of the family's neighborhood
- Students who are transitioning from elementary school to middle school, or middle school to high school and want to consider options different from their home school at their next level

Who should not apply?

A family should not submit an application if they want their child to:

- Attend their neighborhood school (home school) or;
- Attend the school they are currently enrolled in. Families already on a transfer do not need to apply again to the same school

How to apply?

Families wishing to submit an application should follow these steps

- Step 1: Find a school
    - Parents should visit the Enroll Tulsa school finder at https://findaschool.tulsaschools.org/ and learn about all the great school options on the application. Parents can identify up to 6 schools that would be great options for their student(s).
- Step 2: Gather documents
    - Parents should be prepared to upload required documents on the applications itself. It is recommended that parents have as many of the necessary documents as possible at the time of application to avoid delays in enrollment. Additional guidance on required documents is further along in the document.
- Step 3: Apply
    - Once parents have compiled a list of schools and gathered the necessary documents, they should proceed to submit an official Enroll Tulsa application at enroll.tulsaschools.org.
- Step 4: Wait for placement notifications
    - Once an application has been submitted, parents should wait until 3/31/2022 to hear back from the Enroll Tulsa team on lottery results. If the Enroll Tulsa staff needs additional information after an application was submitted, they will reach out to the parent of the applicant and request that information.
- Step 5: Complete any additional enrollment requirements
    - Families may need to finalize submission of all required documentation or complete a school-specific enrollment form (charter schools only).

Where to apply?

Families can submit an Enroll Tulsa application in one of the following ways:

- Submit an online application at enroll.tulsaschools.org
- Visiting the Tulsa Public Schools Enrollment Center
    - 2819 S New Haven Ave, Tulsa, OK 74114
- Visiting any participating school
- Calling the Enroll Tulsa hotline at 918-746-7500
    - Families may encounter extensive delays when calling the hotline.
- Attend any Enroll Tulsa enrollment fair
    - January 22, 2022
    - January 29, 2022
    - February 5, 2022

Requested Documentation (New Students)

Students who are enrolling for the first time in the district will need to submit documentation to verify the student's identity and vaccination records as well as the legal guardian's identity and home address.

All families enrolling for the first time in Tulsa Public Schools must present the following documentation:

- **Copy of Birth Certificate**
  - o The child's birth certificate is required to enroll in most circumstances. The enrollment team can assist you if you have special circumstances.
    - Note: Families that do not have a birth certificate for their student should reach out to the TPS Enrollment center for additional options to meet this documentation requirement.
- **Copy of Complete Immunization Records**
  - o All immunizations series must be either complete or in progress.
  - o The district provides immunizations for students who qualify for the state's Vaccines for Children program.
- **Proof of Residency**: The following are acceptable for proof of address. All items must be in the parents' or legal guardians' name.
  - o A full-page original and current (dated within the past 45 days) electric, gas, or water bill showing the service address.
  - o A current, original lease agreement/house contract showing property address, tenant names, agent's name, address, and phone number.
    - Note: Families in unique housing circumstances that cannot provide a proof of address in their name should contact or visit the TPS enrollment center for options to meet this documentation requirement.
- **Guardian Photo ID**
  - o Parent/guardian must show a valid government issued photo identification.
  - o Only the parent or legal guardian (must be court or affidavit approved) may enroll a student.
    - Note: Families with non-traditional forms of ID can contact the TPS enrollment center for additional assistance.

Requested Documentation (Charter Schools)

TPS-Authorized charter schools may have additional documentation requirements above what is being asked for on this document. Parents matched at one of the six participating TPS-authorized charter schools will be notified by those schools of any additional documentation requirements they must meet.

Documentation and Lottery Placement

To ensure all students have an opportunity to match to their preferred schools, all students will be allowed to participate in the lottery and be matched to a school regardless of documentation submission status. Though families are expected to submit documentation before the enrollment can be processed, no student will be denied an opportunity to be matched to a school because of lack of documents.

Age Cutoffs

Schools participating in Enroll Tulsa are required to use a **September 1st[h]** age cutoff for Pre-Kindergarten and Kindergarten. (**For school year 22-23, September 1, 2018 for grade PreK and September 1, 2017 for Kindergarten**.) In other words, schools may not accept applicants younger than these cutoffs in those grades.

Age cutoffs are programmed into the application logic to prevent applicants from selecting schools for which they are not age eligible. For example, if an applicant enters a date of birth of October 15, 2018, they will not be able to select any schools because they are not old enough to be eligible for Prek.

Preferences

A "preference" is given to applicants who meet certain criteria at a particular school. This preference gives them an advantage over other applicants in the lottery for that school. For example, an applicant with a sibling preference at a particular school will be admitted to that school before an applicant with no preference. <u>Not all schools offer the same preferences or rank them in the same order.</u> To see what preferences apply to each school click on the link below:

[Click here for list of preferences and definitions.](#)   **[Click here for a list of preferences at each school.](#)**

Criteria Magnet School Admissions

Parents can submit applications to various criteria magnet schools/programs through the Enroll Tulsa application. To gain admission into any one of these school options, students must first meet the minimum qualification criteria for the given school. Only students who meet all minimum criteria will be further evaluated by each schools' selection committee. Students applying to these schools must each meet the following criteria to be eligible for admission:

Grade Level	Math Assessment	Reading Assessment	GPA
Middle School	50TH percentile or higher on MAP Reading Assessment OR 273 or higher on 4th Grade OSTP Reading Assessment	50TH percentile or higher on MAP Math Assessment OR 275 or higher on 4th OSTP Reading Assessment	3.0 GPA or Higher
High School	35TH percentile or higher on MAP Reading Assessment OR 263 or higher on 7th Grade OSTP Reading Assessment	35TH percentile or higher on MAP Math Assessment OR 263 or higher on 7th OSTP Reading Assessment	2.5 GPA or Higher

Duplicate Applications

Each student can only have <u>ONE</u> application in the lottery. (They may choose up to 6 schools on that single application.) The application is designed to prevent families from submitting more than one application per student under the same family account. In order to prevent duplicate applications in the lottery, Enroll Tulsa staff also actively search for duplicates based on name, address, date of birth, and other application data. Enroll Tulsa staff will contact all duplicate applicants by email or by phone (if no email is provided). When possible, applicants are encouraged to log into their own account and delete unwanted applications themselves. In the instance of a custody issue resulting in multiple applications, Enroll Tulsa will attempt to resolve the discrepancy before deleting both/all applications. <u>If the family</u> cannot be reached, staff will default to keeping the most recently submitted application and deleting the rest.

Changes to Application

If a family needs to update their application prior to the close of the application window, they can access their application through their SmartChoice account, make necessary edits, and resubmit the application by the application deadline. A parent can re-rank the school selections on their list, add or remove school selections, update the grade level, change contact and address information, upload documents among other things.

Accidental Applicants

Occasionally, parents may submit an application to their neighborhood school or the school their child is already attending. In the event that the applicant is "matched" to either of these schools, the applicant will not count towards that school's open seat count. This will prevent students that already have a guaranteed spot at a given school from taking a spot from a student without the same guarantees. Being an accidental applicant does not negatively impact a student's standing at the school or the school's enrollment.

Lottery and Results

The Enroll Tulsa lottery is conducted using a software program designed by SmartChoice and is based on the Nobel Prize-winning work of economist Al Roth of Stanford University. It is a "deferred acceptance" model designed to be strategy proof. Similar lottery software programs are being used in other cities such as New Orleans, Denver, and DC.

Seat Availability

Seat availability at participating schools is determined in several ways depending if the school is a neighborhood school, city-wide magnet school or a TPS-authorized charter school.

- **Neighborhood Schools:** Since neighborhood schools are required to admit students living in their boundary, the process of determining seat availability for them involves forecasting how many neighborhood students will enroll in their school the following school year. From there, the district reviews the school's capacity and then determines how many seats they will have available for non-neighborhood students. This district will review the findings with the principals and may adjust seat availability based on principal input.
- **City-wide Magnet Schools:** Since the only way to enroll in a magnet school is through the Enroll Tulsa process, seat availability is fixed from year to year in their entry year grades. Principals will be consulted on any non-entry year seats to make available, determined by attrition the school has experienced in the current school year.
- **TPS-Authorized Charter Schools**: Charter schools authorized by the school district have sole discretion in determining how many seats to make available for new students, which is based on TPS board approved capacity and current enrollment. Prior to running the lottery, charter schools will report seat availability to the Enroll Tulsa staff in early March.

Lottery Process

Enroll Tulsa uses a matching process, run through a customized computer program, to match students with the schools they want most and to maximize the number of students who are matched.

The three most important things to know about the matching system are:
1. Students who rank schools on their application in the order they prefer most have the best chance of being matched to the school they most want to attend.
2. Students who apply early get no advantage in the matching process.
3. Students are removed from waitlists of schools they rank lower than the school where they are matched or enrolled.

The matching algorithm randomly assigns each applicant a lottery number and attempts to match each student with his or her first choice first, then his or her second choice, and so forth. However, when the matching system is comparing two students who have applied to the same school, the decision is based on two criteria:
1. Each student's preferences at that school (ex: sibling preference)
2. If there is no difference in preferences: each student's randomly assigned lottery number.

The student's rankings of the schools are not a factor at this point in the process. This is why the system is strategy proof — and why students are best served by ranking schools according to the true order in which they like them (the school they most want to attend first, then their second choice, and so on). Each student is waitlisted at every school he or she ranked higher than the school to which they are matched.

Criteria based magnet schools identify which applicants meet their specific minimum requirements, and then each school determines the order of priority among that group based on each applicant's academic performance. When the matching algorithm is comparing two students who have applied to the same criteria magnet school, the decision is made based on the preferences and then the school's order of priority for the applicants rather than random lottery.

Lottery Results

Lottery results are made available to schools shortly after the software finishes running the lottery for all participating schools. Each applicant will be matched with no more than one school. However, not every applicant will be matched and it is possible that some students may be waitlisted at all schools. In rare instances, students who only applied to criteria magnet schools and did not meet the qualifications will not be matched to any school or any school's waitlist.

Through SmartChoice, schools will be able to export lists that contain first and last name, date of birth, grade level, any preferences received in the lottery, current school attending (if applicable), and contact information for each student matched with the school. Enroll Tulsa will notify all applicants of results, but schools are encouraged to reach out to families with a welcome message and any next steps the families need to take.

Enrollment

Enrollment for New Students or Returning Students (Tulsa Public Schools)

Students who are new or are returning to the district (e.g. Pre-k students, out-of-state/out-of-district students) and are "matched" to a TPS school will be automatically enrolled with the information provided on the application if all documentation has been submitted. Schools must work with families to collect any remaining documentation to complete the enrollment process. If a family is missing documentation needed for enrollment and is unresponsive when the "matched" school or Enroll Tulsa staff reaches out to collect the documents, they may risk forfeiting their seat. The Enroll Tulsa staff and the matched school will make every effort possible to collect documentation before making any decision on removing a student from an offered seat.

Enrollment for New Students (TPS-Authorized Charter Schools)

Students who are matched to one of the six TPS-authorized charter schools will need to complete the enrollment process directly with those schools. After placement notifications have been made, each charter school will reach out to their respective "matched" students to continue with their respective enrollment processes. Each charter school will establish their own enrollment deadlines and documentation requirements. Schools must work with families to collect any remaining documentation to complete the enrollment process.

Enrollment for Currently Enrolled Students (Tulsa Public Schools)

Students who are currently enrolled in a TPS school will not experience any disruption in enrollment. The TPS Enrollment Center staff will transfer the student to a the newly "matched" school without Additional steps from the parents or school.

Post-lottery and Waitlists

Open Enrollment Window Applications

Beginning on <u>April 4, 2022</u>, school applications will open once more and be processed and placed on a waitlist on a first come, first serve basis. Families can choose no more than two schools per student during the open enrollment window. The process for will vary slightly between families who missed the first application window entirely and for families who participated in the first application window but are still looking for options:

- **Families that did not participate in first window:** These families can submit applications to any available school. There are no restrictions on the schools they can apply to other than the limit of two schools per student.

- **Families that participated in first window:** These families will be prevented from applying to schools at which they are already waitlisted or matched.

Open enrollment applications are automatically added to the end of each school's waitlist based on timestamp. Schools' waitlists are ordered by lottery preference level and then by submission date. If the application school has immediate openings, parents can expect to come off the waitlist within 24-48 hours and be notified of a seat offer.

Waitlists

Waitlists are first generated after the initial Enroll Tulsa lottery has run. They are a result of a school having more qualified applicants than seats available. Applicants are assigned to waitlists using the lottery software and are ordered based on lottery preferences, and within each preference group, by applicants' random lottery numbers or rank if applying to a criteria magnet school. Open enrollment applicants will be added on waitlists in order of submission timestamp. <u>Applicants are *only* assigned to waitlists at schools</u> <u>they ranked higher than the school to which they are matched</u>, with one key exception:

- Applicants will not be waitlisted at criteria magnet schools where they did not meet the school's minimum eligibility requirements.

Waitlists are only used for *one* school year. Waitlist spots cannot be reserved or deferred from year to year. If an applicant wishes to decline their waitlist spot when offered, they will lose their original waitlist position.

Making Waitlist Offers

Students that are matched to a school through the lottery will receive their results on March 31, 2022. After this date, students will only be matched to another school or be matched to their first school should they:

1. Be on that school's waitlist and;
2. A spot opens at the waitlisted school

Should one or more spots open at any given school, students on the waitlist will be offered those spots in order of waitlist number. Families will be notified of the offer by email as soon as it is made.

Due to the unique dynamics at each school and the parent mobility that impacts how many seats become available after the lottery, Enroll Tulsa Is unable to project how many seats may open up (if any) or when they may open at any school. The Enroll Tulsa staff will diligently monitor the enrollment activity at each school and make seats available as soon as they become aware of them.

Declining Waitlist Offers

Parents will receive a confirmation email of the waitlist offer within minutes after the offer has been made in the system. After the email has been received, parents will have 5 business days to decline the seat and remain at their previously matched school, if any. To decline a waitlist offer, parents can:

- Submit the "Waitlist Offer Decline Form" that will be linked to the confirmation email
- Email enroll@tulsaschools to inform the staff of the parent's decision to decline the newly offered seat
- Call 918-746-7500 to inform the staff of the parent's decision to decline the newly offered seat
- Contact your newly "matched" school and inform them that the family wishes to decline the seat.

Accepting Waitlist Offers

Parents do not need to take any action to accept a waitlist offer. If no action is taken within the 5 business days, the Enroll Tulsa staff will assume the parent accepts the seat and will begin the process to enroll the student in the newly matched school. Once this happens, the student's former seat offer (if any) will be vacated and that seat will be offered to the next student on that school's waitlist. A parent can always decide to be placed back on the waitlist of any previously "matched" school. The parents will not receive preference from previous placements and will be added to the end of the waitlist.

Have Questions?

Each participating school has a representative of Enroll Tulsa who is the best resource for questions from individual school staff members. Parents can reach out to any participating school for school specific questions and ask for this representative. Parents can also seek application support directly from any participating school.

Parents can also seek help from the Enroll Tulsa team directly by contacting them at enroll@tulsaschools.org or calling 918-746-7500.