



## Old Redford Academy Enrollment Process

### K-12

Applications are not considered complete until all supporting documents are uploaded/submitted:

- Application
- Birth Certificate or Passport or Health Insurance Card with DOB
- Immunization Record
- Parent ID with an address that matches the one on the application or Utility Bill or Lease/Mortgage Documents
- Most recent report card/transcript
- Discipline Affidavit
- IEP or 504 Plan (if applicable)

*IEP Submissions If an application is submitted with an IEP, the Office Manager upload the IEP into Student Documents and notify the SPED Director via email that the IEP needs reviewing. After review, the SPED director will notify the Office Manager, who will contact the parent to inform him/her that the student will be enrolled. If the student is not recommended for enrollment, the SPED Director will contact the parent to discuss other options.*

### HIGH SCHOOL

1. All 9th grade applications must be reviewed to ensure that the applicant has successfully completed the 8th grade. If you are unsure, contact the previous school for confirmation. If still unsure, contact the Director of Compliance for further review.
2. **All transcripts for new HS applicants in the 10th - 12th grades must be reviewed by the HS counselor.**
3. The HS counselor will evaluate the transcript and determine the appropriate grade placement for the student:
  - If the student is on track for his/her grade placement, the application will be returned to the Office Manager, who will notify the parent that the student will be enrolled.

- If the student is more than 1/2 to 1 year behind his/her appropriate grade level, the parent will be advised that that the student will be placed in his/her appropriate grade. For example, a 10th grade student who has less than 3.5 credits would be placed back in the 9th grade, per counselor's review of the transcript.
- If an 11th or 12th grade applicant needs more than one year of courses to graduate, the student will not be enrolled in the ORA district. S/he will be referred to local alternative education sites.
- If the student will turn 20 years old before the graduation year, the student will not be enrolled in the ORA district. S/he will be referred to local alternative education sites.
- Once it is determined that the applicant cannot be enrolled due to inability to complete high school within the 4- or 5-year timeline, the HS counselor will contact the parent to inform him/her of their child's enrollment denial and recommend other educational options for completing high school.