



## Eligibility Pool Information

Christa McAuliffe Elementary	Phone (239) 283-4511	Fax (239) 282-0576
Oasis Elementary School	Phone (239) 542-1577	Fax (239) 549-7662
Oasis Middle School	Phone (239) 945-1999	Fax (239) 540-7677
Oasis High School	Phone (239) 541-1167	Fax (239) 541-1590

Thank you for your interest in our school system!

### **ELIGIBILITY POOL APPLICATION**

Applicants are placed on the waiting list based on the date the application is received. Once a seat is available, the applicant is notified and given a certain amount of time to respond. If a response is not received the applicant is removed from the waiting list. If a seat is offered and declined, a new application must be completed to be placed back on the waiting list. *Students' positions on the waiting list may change at any time due to Enrollment Preference (see below).*

### **ENROLLMENT PREFERENCE**

Siblings of students currently enrolled in our school system are given first preference on the waiting list, but will NOT be guaranteed a seat.

### **APPLICATION DOCUMENTS**

In order to finalize your child's application for our enrollment process, the following documents must be submitted:

- Student Registration form** completed and accurate (please be sure to answer all questions and fill in all areas). If your address and/or phone number change it is your responsibility to contact the school with updates. Inaccurate contact information will result in the loss of your seat, should one become available.
- Parent Involvement Acknowledgement** should be read, signed and submitted.
- Proof of Residency** must be submitted to verify that you legally reside in Cape Coral. *This can be any one of the following: electric, water, phone or cable bill, signed lease agreement, title statement or a homestead exemption.* \*\*If you are residing with a relative or friend, a notarized letter, signed by that individual, must be submitted stating that you are residing in their home. Your name and your child's name must be included and you must have a copy, in their name, of one of the proof of residence documents listed above.
- Your Driver's License** must be photocopied for your student's file to ensure that you are the parent/guardian legally able to enroll your student in school.
- Copy of your child's IEP** (Individual Education Plan) must also be provided if your child is in an Exceptional Student Education (ESE) Program (this includes Speech, OT, etc).
- Proof of Custody** must be provided if the student does not live with both natural parents.

**IF YOUR CHILD IS NOT CURRENTLY IN A LEE COUNTY PUBLIC SCHOOL** these additional documents are needed:

- Original Birth Certificate** must be brought in. A copy will be made and included with your student's documentation for eligibility.
- Form 680 Florida Certificate of Immunization** must be submitted and current.
- School Entry Health Exam** (within 12 months) must be submitted and current.
- Your Child's Social Security Card** should be brought in and a photocopy will be made. Social Security Cards are used for identification and are not mandatory.

**Submission of these documents does not guarantee your student a seat in our system.** It allows your child to participate in our enrollment process. Families will be notified by phone when a seat becomes available.

***If the contact information is incorrect and a seat becomes available the student may be bypassed.***



## Acknowledgement of Parent Involvement Policy

(NOTE: Families with students attending VPK are not required to complete parent involvement hours. However, if you want to volunteer on campus, you must still complete the criminal background check.)

### Documentation Required for Processing Background Checks for School Volunteers:

- ✓ You must fill out a Confidential Application form each year for each parent/guardian. This form allows us to insure that your information is current and up to date and provides us with permission to run your background check.
- ✓ This information will be shared between Cape Coral Charter schools at your request.

### Receiving Clearance:

- ✓ While your paperwork is being processed, you may still help in certain areas on campus. You will need to bring your driver's license with you each time you arrive on campus.
- ✓ You will receive a Clearance Notification once your background check is complete. This notification should be completed and returned. It provides us with the necessary information to help you complete your involvement hours.

### Requirements for Involvement:

- ✓ Parents/Guardians are required to complete a minimum of 30 involvement hours. **This requirement is per family, not per child.**
- ✓ It is your responsibility to accurately log your hours by signing in and out at the front desk or completing Off-Site Hours forms if necessary.
- ✓ When volunteering, you must sign in and out each time you are on campus. If you do not sign in/out you will not receive credit for those hours.

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I agree and acknowledge that our family will spend a minimum of 30 hours involved with the Cape Coral Charter School System for each school year that my child attends.

Parent/Guardian Name \_\_\_\_\_

Student Name(s) \_\_\_\_\_

Students currently enrolled/on waiting lists at (please check all that apply):

Christa McAuliffe ES     Oasis ES     Oasis MS     Oasis HS

Parent/Guardian Signature \_\_\_\_\_