

## Application Gather, Review and Entry into OAS Policy

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(SJA)

Department:	Finance - School
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I. Policy: **Application Gather, Review and entry into OAS**

II. Procedure:

*NOTE: Parents are to apply online independently. SJA staff may assist a parent only in extreme situations due to parent not having access to internet or the skills to use the internet. Even in this case, SJA staff does not complete the application for the parent.*

- A. Each year, the principal notifies DPI which enrollment application windows SJA will use for the following year.
- B. For the months chosen, applications are collected via the Online Application System between the 1<sup>st</sup> and 20<sup>th</sup> of that month.
- C. Applications are then verified within 60 days of the last day of the month submitted.
- D. Once verified, parents are notified of their acceptance to SJA and are asked to confirm their enrollment. This is done with in-house tracking, not through OAS.
- E. After verification, online applications are then submitted via OAS, which is the final step.

*NOTE: Even after submitting, families may choose a different school, so definitive enrollment numbers are difficult to ascertain until the school year actually begins.*

Approved by: \_\_\_\_\_

President/CEO

Date: \_\_\_\_\_

1/8/2021