



Dear Prospective JRCES Parent/Guardian:

John Rex Charter Elementary School (JRCES) is a tuition-free public charter school that opened in August, 2014. Our mission is to offer quality educational opportunities to children in the heart of downtown Oklahoma City through an innovative public-private partnership. John Rex Charter Elementary School has a four-tiered priority system for enrollment:

- 1) First, any child residing within the attendance boundaries for JRCES.  
Residency verification is required at time of application and annually thereafter\*;  
or
- 2) Second, a child who resides outside the JRCES attendance boundaries but within the boundaries of OKC Public Schools.  
Residency verification is required at time of application and annually thereafter\*;  
or
- 3) Third, a child who resides outside the boundaries of OKC Public Schools and whose parent, guardian, or other person with legal custody is employed within the attendance boundaries. Employment verification must be provided at time of application and annually thereafter\*. An out-of-district transfer is required upon admission;  
or
- 4) Fourth, a child who resides outside the boundaries of OKC Public Schools and whose parent, guardian, or other person with legal custody is not employed within the JRCES attendance boundaries. An out-of-district transfer is required upon admission.  
Residency verification is required at time of application and annually thereafter.\*

We are very pleased that you are considering JRCES as your school of choice! Pre-K, Kindergarten, and 1<sup>st</sup> - 5<sup>th</sup> grades will be offered during the 2017-18 school year. Tier 1 residents may enroll at any time. However, the application window for new students in Tiers 2-4 **opens on Monday, February 27, 2017 and closes on Friday, March 10<sup>th</sup> at 2:00PM.** Applications received after this date will be placed at the end of the waiting list.

After Tier 1, enrollment priority is given to currently enrolled students, a legal sibling of a child currently enrolled in the School, and a child of a person directly providing educational services for the school (i.e. children of faculty/staff members employed by JRCES). Within Tier #2, additional priority will be given to applications for admission whose parent, guardian, or other person with legal custody is employed within the JRCES attendance boundaries.

If, at any time, the number of eligible students applying for admission exceeds the capacity of the school/grade level, the Head of School will conduct a lottery, which shall be held within the priority level and/or grade level that is oversubscribed, to select the student(s) that may be admitted to JRCES. Enrollment and admission decisions will be based on school capacity limitations, class/grade capacity limitations, program availability, and/or educational needs of the student.

***\*ADDITIONAL DOCUMENTATION REQUIRED: Students initially enrolling at JRCES in 2016-17 and in subsequent years that wish to retain their seat at JRCES, must annually complete an "Intent to Re-Enroll" form each spring, remain in good standing, plus provide appropriate documentation to re-verify residency. Student information will be updated & siblings will be identified/enrolled. Each family must provide one of the following documents:***

- *Proof of residency in JRCES Attendance Zone; or*
- *Proof of residency in OKCPS School District; or*
- *Proof of employment in JRCES Attendance Zone*

***If a student is not able to provide these documents and they wish to continue to attend JRCES, they will be required to re-enter the lottery for their grade level.***

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#### **NEW APPLICATIONS: TIMEFRAME & DEADLINES**

On-going...	-Any resident of our attendance zone (Tier 1) may enroll at any time
February 27, 2017	-Window <u>opens</u> for new student Applications (Tiers 2-4)
March 10, 2017	-Window <u>closes</u> for new student Applications (Tiers 2-4) at 2:00PM
April 1, 2017	-Lottery notification for applications from Tiers 2-4 only
April 3, 2017	-Students from Tiers 2-4 selected for enrollment may begin submitting all required items during the hours of: Monday-Friday 10:00AM-2:00PM & Thursday 4:00-5:30PM
April 14, 2017	-Deadline for Tiers 2-4 only: Enrollment must be completed by 2:00PM or seat is forfeited

**Forms and checklists are available online at [www.johnrexschool.org](http://www.johnrexschool.org)**



# JOHN REX CHARTER ELEMENTARY SCHOOL

## APPLICATION FORM

### OFFICE USE ONLY:

Received by \_\_\_\_\_

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

- ☐ Verified Address and Tier #  
☐ Verified Employer (if applicable)

**Instructions:** Please complete all pages, sign & date the last page, and turn in to the school office. After the lottery, if your child is offered a seat, you will be notified and required to complete additional enrollment forms with additional supporting documentation.

**Student Information:** Grade Entering \_\_\_\_\_

**Priority Level:** ☐1 ☐2 ☐3 ☐4

**Employed in Attendance Zone:** ☐Yes ☐No

Legal Last Name \_\_\_\_\_

Legal First Name \_\_\_\_\_

Legal Middle \_\_\_\_\_

Gender ☐Female ☐Male Date of Birth: \_\_\_\_ / \_\_\_\_ / 20\_\_

Residence Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_, OK ZIP \_\_\_\_\_ Neighborhood School: \_\_\_\_\_

*(List, even if you do not attend this neighborhood school)*

**Parent Information:** Contact phone numbers and email addresses will be used to distribute important school information.

**Parent/Guardian:** ☐Mother ☐Father ☐Guardian ☐Other \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Living with student? ☐Yes ☐No Permission to pick up? ☐Yes ☐No Same as Student Address ☐Yes ☐No

Address (if different than above) \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Primary Phone No. (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ In our attendance zone? ☐Yes ☐No  
*(Employment verification may be required)*

**Parent/Guardian:** ☐Mother ☐Father ☐Guardian ☐Other \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Living with student? ☐Yes ☐No Permission to pick up? ☐Yes ☐No Same as Student Address ☐Yes ☐No

Address (if different than above) \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Primary Phone No. (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ In our attendance zone? ☐Yes ☐No  
*(Employment verification may be required)*

## Program Information:

Does your child currently receive any special education services? ☐ Yes ☐ No If yes, briefly explain: \_\_\_\_\_  
 Type of special education program/supports: \_\_\_\_\_ Type of service(s): \_\_\_\_\_ (e.g. Speech OT, PT, other)  
 Does your student have a **current Individualized Education Plan (IEP)**? ☐ Yes ☐ No If yes, attach a copy of your student's most recent IEP.  
 If no, does your child have an **expired IEP**? ☐ Yes ☐ No If no, is your child currently being evaluated for **eligibility for an IEP**? ☐ Yes ☐ No  
 Does your student have a **current Section 504 Plan**? ☐ Yes ☐ No If no, is your child currently being **evaluated for a 504 Plan**? ☐ Yes ☐ No  
 Has your student already been evaluated/qualified for a **Gifted & Talented** program? ☐ Yes ☐ No

## Previous School Attended:

**Last School Attended:** \_\_\_\_\_ **School District:** \_\_\_\_\_  
**School Phone #:** (\_\_\_\_\_) \_\_\_\_\_ **Years Attended:** \_\_\_\_\_ to \_\_\_\_\_  
**Other Previous Schools Attended:** \_\_\_\_\_ **School District:** \_\_\_\_\_  
**School Phone #:** (\_\_\_\_\_) \_\_\_\_\_ **Years Attended:** \_\_\_\_\_ to \_\_\_\_\_  
 Is your child **currently** under suspension from any school or school district? ☐ Yes ☐ No If yes, explain: \_\_\_\_\_

**At any time**, has your child ever been suspended or expelled from any school or district? ☐ Yes ☐ No If yes, explain: \_\_\_\_\_

Has your child ever been advanced (skipped) a grade? ☐ Yes ☐ No Which grade and why? \_\_\_\_\_  
 Has your child ever been retained (repeated) in a grade? ☐ Yes ☐ No Which grade and why? \_\_\_\_\_  
 Has a school ever recommended retention for your child? ☐ Yes ☐ No Which grade and why? \_\_\_\_\_

**Other:** Briefly state why you wish to have your child attend John W. Rex Charter Elementary School: \_\_\_\_\_

## Affirmations & Authorizations:

**X** \_\_\_\_\_ **INITIAL CHARTER SCHOOL:** I understand that by enrolling my child, I am waiving my right to attend the local/non-charter public school.

**X** \_\_\_\_\_ **INITIAL MISSION:** I understand and agree to support the mission statement of JRCES "To offer quality educational opportunities to children in the heart of downtown Oklahoma City through an innovative public-private partnership." I also agree to support the Head of School and other faculty members in accomplishing this mission.

**X** \_\_\_\_\_ **INITIAL TRANSPORTATION:** I understand that JRCES does **not** provide transportation services for students to and/or from school.

I further understand that it is my responsibility to provide or arrange for transportation for my child to and/or from school each day. I will comply with state compulsory attendance laws. JRCES will work through transportation issues and needs with families on a case-by-case basis.

**X** \_\_\_\_\_ **INITIAL ATTENDANCE & UNIFORM DRESS CODE:** I understand the JRCES school hours and that attendance and punctuality are very important. I pledge to be punctual, maintain good attendance, and comply with the uniform dress code. Failure to maintain satisfactory attendance, punctuality, and/or dress in accordance to the Uniform Policy may result in revocation of a transfer, if applicable, or other disciplinary actions.

**X** \_\_\_\_\_ **INITIAL DISCIPLINE & EXPECTATIONS:** I acknowledge that my child will follow the JRCES Code of Conduct & Expectations as well as the Leveled Discipline Plan. To maintain a climate conducive to learning, each child is responsible for his/her own behavior and learning. Complying with the school rules is mandatory. Failure to do so may result in revocation of transfer, if applicable, or other disciplinary actions.

**X** \_\_\_\_\_ **INITIAL LEGAL DOCUMENTATION:** I understand that, to the extent possible, copies of any legal documentation related to my child must be provided to the school and must be kept up to date. The school must have documentation on file to prevent a non-custodial parent from having access to a student at school. Additionally, school records may be provided to the non-custodial parent upon request, unless the school is in possession of a legal document prohibiting the non-custodial parent from receiving such educational records.



### **Application Declaration: 2017-18**

I hereby certify I am the parent or legal guardian of, or have obtained legal guardianship through the courts for, \_\_\_\_\_ (Student's Name).

I also certify that all the information I provided in this application packet is current and accurate. I certify that any false information, omissions, or misrepresentations of facts may result in rejection of this application or enrollment.

I shall submit proof of legal guardianship and/or other necessary requested documentation to finalize the enrollment, if offered a seat for next year. Failure to do so will result in my child's enrollment being ineligible.

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**John W. Rex Charter Elementary School**  
*...a launch pad for learning & discovery*