

# The Valley School of Southern Oregon

Code: **JCC**  
Adopted: 7/24/17  
Orig. Code(s): JC

## **Enrollment Procedures**

The intent to Enroll Form will become available the first Monday in January after students return to school from winter break. A separate Intent to Enroll Form is required for each student to apply to The Valley School.

The Valley School will distribute the Intent to Enroll Form online, during community outreach activities, and at information sessions at school. The school will recruit students from diverse populations. Students from underrepresented subgroups are encouraged and assisted with submitting Intent to Enroll Paperwork. The Valley School will host open houses in January and continue a print-based outreach in both English and Spanish.

The Open Enrollment Window runs from the first business day through the last business day each January. A first lottery, if required, will be held within ten business days of the end of the open enrollment window. If there are less applicants during the open enrollment window than spots available for the next school year, a lottery will be unnecessary and not held.

### **Enrollment Procedures**

1. Once students are offered enrollment at The Valley School, they must accept their spot in writing within two (2) business days of the notification or they forfeit their spot.
2. New students entering The Valley School for the first time will be placed in the next consecutive grade from the student's current grade. The only exception to this procedure is when a student's parents/guardians present official school documentation from a school-wide instructional team recommending an alternative to the student's consecutive grade level placement (for example if the school team recommends retention). This referral for change in grade level needs to be presented with the time an Intent to Enroll form is turned in.

### **Lottery Procedures:**

A lottery is held for anticipated seats when an "oversubscription" occurs. Oversubscription is when a greater number of application submitted than the number of spots available.

1. The first lottery will be held after the open enrollment window in January ends.
2. The lottery will be publicly held and the date will be announced in advance. The public is welcome to attend the lottery but need not be present in order to secure a spot.
3. During the lottery, students will then be sorted by number while giving priority to (1) children of current employees, (2) siblings of currently enrolled students, and (3) in-district residents.

4. The Valley School will offer official lottery notification three days after the lottery is held.

**Waitlist Procedures:**

When families from the lottery wait list are notified of an availability, they have two (2) business days to accept their spot by completing a Registration Packet before they forfeit their spot and are removed from the waitlist entirely.

END OF POLICY

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**Legal Reference(s):**

[ORS 338.115](#)

[ORS 338.125](#)