

New WCPSS Enrollment

REGISTRATION

Register your new WCPSS student online using the enrollment portal. You will register at your base school. To complete the registration process these documents are required:

- **Certified Student Birth Certificate**
- **Photo ID for Parent or legal custodian**
- **Proof of Wake County Residency**

You must be a resident living in the base area before the registration process can be completed. The only accepted documents are:

- ◇ Current water, gas, or electric bill no more than 30 days old
- ◇ A signed lease no more than 30 days old
- ◇ A settlement statement

We cannot accept an offer to purchase agreement, other bills, or unsigned documents. You must be an actual resident living in the base area before the registration process can be completed.

The application will remain in “pending status” until all three required documents are received and correct.

ENROLLMENT

OCE Staff will review your submission and contact you with the next steps. Please wait for information regarding the completion of the enrollment process. The expected response time is within 2 weeks for the enrollment process.

SCHOOL ASSIGNMENT

For the 2021-2022 School Year:

OCE is fully capped and there is a waitlist on all grade levels

Your student will be assigned to a WCPSS overflow school and he/she will remain on the OCE wait-list until a space becomes available.

Overflow: Turner Creek ES

If the base Middle School listed is “Lufkin Middle”
Your overflow school will be Turner Creek ES

Overflow: Salem ES

If the base Middle School listed is “Apex Friendship Middle” Your overflow school will be Salem ES

Existing WCPSS Student

ADDRESS CHANGE

Notify your current Wake County school that you are moving or plan to move into the Olive Chapel School base area.

You will tell your current school if you want to:

- finish out the current school year
- move schools mid-year

The Data Manager at your current Wake County School will notify the OCE Data Manager about the incoming student.

The student records will be sent to the new Base School.

The Base School will then send the student records to the appropriate overflow school.