



Phoenix Charter School

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: www.roseburgphoenix.com

Intent to Enroll Form 2023-2024

Student Last Name Student First Name Student Middle Name Student Nick/Preferred Name

Birth Date Age Student Grade for 2023-24 School Year

Parent/Guardian Name(s)

Contact Mailing Address (street, PO Box, city, state & zip code)

Contact Phone

Message Phone

Preferred contact method:

Text Email Phone call

School District that student currently LIVES in (or name of public school student would attend)

Name and location of previous school attended (city & state)

Date last attended

How does the student identify their gender?

Male Female Nonbinary

What are the student's preferred pronouns?

He/him She/her They/them

Does the student have an IEP or 504 plan?

Yes No (If yes, provide current copy)

Is the student pregnant or parenting?

Yes No

Has the student ever been in residential care or a foster shelter?

Yes No

Has the student ever been suspended from another school?

Yes No

Name of School: _____ Date of Suspension: _____

Has the student ever been expelled from another school?

Yes No

Name of School: _____ Date of Expulsion: _____

Is the student currently involved in the Juvenile Justice System? Yes No

Name of Case Worker: _____ Case worker phone #: _____

****Note: Involvement in the Juvenile Justice System or a suspension or expulsion does not necessarily disqualify a student from being enrolled, however, failure to communicate this information prior to enrollment may result in the student being ineligible for enrollment.****

Does the student meet the specifications to be classified as homeless by Roseburg Public School Policy # _____ under the McKinney-Vento act? Yes No

Please obtain a current transcript & schedule from your student's most recent school and a copy of the student's birth certificate. These documents are required to enroll your student.

As legal custodian of the student named above, I intend to enroll him/her in the Phoenix Charter School. I understand that placements are limited and if the number of students desiring placement exceeds available capacity Applicants will be enrolled as openings become available (a copy of our Enrollment Policy & Procedure is available upon request).

Parent/Guardian Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE – FOR PHOENIX USE ONLY

Date & Time Received _____ By _____



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PRE-ENROLLMENT AUTHORIZATION FOR RELEASE OF INFORMATION

NAME: _____ **DOB:** _____

(This authorization is for the student named above.)

FROM/TO: Attn: Pre-Enrollment
Phoenix Charter School
3131 NE Diamond Lake Blvd
Roseburg, OR 97470

TO/FROM: _____ (Previous school(s) attended)

Purpose of Release:
Pre-Enrollment at Phoenix Charter School

Records Requested: *****Please do not send cumulative file at this time.*****

- Transcript
- IEP
- 504 plan
- Suspension and/or expulsion documentation

Send to: email (vlopez@roseburgphoenix.com) or fax (541-957-5906)

I acknowledge that the information to be released may include all information specific to the issues being addressed that cannot be released without consent consistent with State and Federal regulations. The Family Educational Rights & Privacy Act of 1994 requires that any information sent or received by Phoenix Charter School may not be shared with any other party without the written consent of student, parent and/or legal guardian. This consent may be revoked at any time provided that the revocation is timely and in writing. If not previously revoked this consent form will terminate at the end of the _____ school year.

I have read the information above and understand its content and I am satisfied with the answers I have received from any question I may have asked.

Student

Date

Parent/Legal Guardian

Date

POLICY: Open Enrollment

As per Roseburg Schools Policy, every student of the District shall be given equal educational opportunities. Therefore, Phoenix Charter School will not limit student enrollment based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an Individual Educational Program, income level, proficiency in the English language, or athletic ability.

Phoenix Charter School Open Enrollment Procedures

Eligible Students are defined as Douglas County resident youth seeking enrollment, grades 8 through 12 up through 18 years of age; age 20 if they are shown to be in need of additional free, appropriate, public education in order to receive a diploma; and Students on Individual Education Plans who receive special education services who have not yet attained 21 years of age.

An Intent-To Enroll Form completed and submitted to Phoenix Charter School by an eligible student's Parent/Guardian will qualify a prospective student as an **Applicant**.

If the capacity of a program, class, grade level, or building is sufficient to enroll an Applicant they will be subsequently enrolled.

CAPACITY

Our plan is to accommodate a student body of up to 210 Student FTE grade 8 through 12. The number of students at each grade level will be limited. We plan to provide capacity for up to:

15 – 8th graders

50 – 9th graders

50 – 10th graders

50 – 11th graders

50 – 12th graders

If the current capacity of a program, class, grade level, or building is full, the applicant shall be placed on a first- come, first-served waiting list. The Applicant's contact information, the day and time of application, and program shall be noted on the Waiting List. The applicant will be advised of their position on the waiting list and when capacity is available to provide for enrollment.

If the number of applicants to begin a new school year surpasses capacity of a program, class, grade level, or building the charter school shall select students through an equitable lottery selection process as outlined in statute and to be scheduled prior to the start of the school year. Students who are not selected by lottery shall have the option of being placed on a first- come, first-served waiting list in the order of their lottery selection.

Orientations to Phoenix Charter School will be provided on a periodic, on-going basis to the Parent/Guardians of students considering enrollment. Orientations are designed to give the Parent(s) and prospective student information about the school so that they can make an informed decision about enrolling. Information is presented, tours given, and questions answered in an open group format.

Assessments to help target instruction to better meet individual student needs will only be scheduled after an Intent-To-Enroll Form is completed by the Parent/Guardian/Student and the Student has Applicant status.

For all IEP Students receiving services, the Applicant's IEP Team determines the appropriate educational program and placement. Phoenix Charter School shall abide by the IEP Team's decision on enrollment.