



ENROLLMENT REQUEST INSTRUCTIONS for 8th Graders

Questions about this process can be directed to your TJHS counselor

- ☐ Student may pick up an Enrollment Request Form (ERF) at any time in the TJHS Guidance office.
- ☐ Student must meet with their counselor so the counselor can fill out the “Academic Information” section below. This can take place when the student picks up the ERF or at a scheduled, future date.
- ☐ Student will complete the Enrollment Request Form (includes: Student Information, Contact Information, a staff letter of recommendation, and the Personal Narrative on a separate sheet) and submit completed ERF to TJHS Guidance Office.
- ☐ Oakland Academy’s principal, Kathryn Parthun will contact the student and family to set up a time for the required informational meeting. Conversations regarding start date will take place at this meeting.

Please fill out the requested information and complete the required student narrative. Oakland will begin accepting applications after April 1.

Incomplete requests will not be considered for enrollment.

Please provide current contact information so that the required informational meeting can be scheduled.

Principal of Oakland Academy: Kathryn G Parthun, kgparthun@lsc.k12.in.us

ACADEMIC INFORMATION

This section to be filled out by your TJHS counselor

Grade level at time of referral (circle one) 8 9 10 11 12 21st Century Scholar? Yes ☐ No ☐

Do you have an Individual Education Plan (IEP) or a Section 504 Plan? Yes ☐ No ☐

If yes: Teacher of Record _____ N/A

Do you already have any high school level credits? If so, how many? _____

Criteria for placement:

- ☐ Student has failed to comply academically AND would benefit from non-traditional instruction
- ☐ Student has documented history of frequent disruptions despite attempts to modify behavior
- ☐ Student is a parent or expectant parent and is unable to attend the traditional school
- ☐ Student is necessarily employed for family support AND interferes with instructional day
- ☐ Student intends to withdraw or has withdrawn before graduation

Oakland Academy serves as an extension of Jefferson High School.

All academic progress, attendance, etc. become part of student’s Jefferson High School record.

***Successful students** take advantage of Oakland’s *competency-based practices* and our *individualized approach* to learning and utilize Jeff electives to go on to graduate with a Jefferson High School diploma.*



Oakland Academy

1100 Elizabeth St.

Phone (765) 807-8550 Fax (765) 476-2918

ENROLLMENT REQUEST FORM

8th Grader/Incoming Freshmen

2025-2026

STUDENT INFORMATION

Last name _____ First name _____
Address _____ Zip code _____ Adult T-shirt Size: _____
Gender: _____ Preferred Pronouns: _____ Date of Birth ____/____/____

CONTACT INFORMATION

Parent/guardian name _____ Employer _____
Phone : home _____ cell _____ work _____
Parent/guardian name _____ Employer _____
Phone : home _____ cell _____ work _____
Student Cell #: _____
Emergency contact (other than Parent/guardian) _____ Phone _____

LETTER OF RECOMMENDATION

Please submit a letter of recommendation from any TJHS staff member. *This letter of recommendation is required for incoming 9th graders who have not yet attended a semester at Jefferson High School.*

PERSONAL NARRATIVE

PLEASE READ AND COMPLETE NARRATIVE ON A SEPARATE SHEET OF PAPER.

This narrative is an **enrollment requirement** for all prospective students and **MUST** be one typed page or two pages if hand written. Please attach your narrative response to this application.

It should focus on these four aspects of why you are interested in attending Oakland Academy:

- 🌳 What are challenges you have experienced in your schooling experience?
- 🌳 What do you enjoy doing and what are you good at? What are your interests and passions?
- 🌳 How will enrollment at Oakland will be beneficial to you as a student?
- 🌳 What are your plans once you become a graduate? Include your career interests and/or life goals.

The student will be expected to respond to the narrative during the informational meeting.

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