





**Phoenix Charter School**

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

**PRE-ENROLLMENT AUTHORIZATION FOR RELEASE OF INFORMATION**

**NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

(This authorization is for the student named above.)

**FROM/TO:** Phoenix Charter School, Attn: Kelli McCurdy, Registrar  
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, if the student chooses to enroll at PCS we will send a separate request for all files. \*\*\*

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

**Send to: email ([kmccurdy@roseburgphoenix.com](mailto:kmccurdy@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 enrollment limit for student residents of Douglas County District #4 is 130 and from all other Douglas County Districts 80. The number of students at each grade level will be limited. We plan to provide capacity for up to:

50 – 8 & 9<sup>th</sup> graders

50 – 10<sup>th</sup> graders

50 – 11<sup>th</sup> graders

60 – 12<sup>th</sup> 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.