



# Phoenix Charter School

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

## Intent to Enroll Form 2021-2022

<b>Student Last Name</b>	<b>Student First Name</b>	<b>Student Middle Name</b>	<b>Student Nick Name</b>
Birth Date	Age	Student Grade for 2021-22 School Year	
Parent/Guardian Name(s)			
Contact Mailing Address (street, PO Box, city, state & zip code)			
Contact Phone		Message Phone	
School District that <u>student currently LIVES in</u> (or name of public school student would attend)			
Name and location of <u>previous school attended</u> (city & state)			Date last attended
<b>Does the student have an IEP or 504 plan?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide current copy)	
<b>Is the student pregnant or parenting?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Has the student ever been in residential care or a foster shelter?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Has the student ever been suspended from another school?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of School: _____		Date of Suspension: _____	
<b>Has the student ever been expelled from another school?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of School: _____		Date of Expulsion: _____	
<b>Is the student currently involved in the Juvenile Justice System?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> 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.\*\*

How did you hear about Phoenix Charter School?  
 Internet  Friend/Family  Radio  Newspaper  Other \_\_\_\_\_

**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 ([adavis@roseburgphoenix.com](mailto:adavis@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.