



Oregon Virtual Academy
1810 Monroe Street
North Bend, OR 97459
Ph. 1.866.529.0160
Fx. 1.866.991.3018

Enrollment Forms Packet

Part 1: (The pages supplied in this packet)

- Release of Student Records
- ORVA District Release Form (This form must be completed by your student's resident school district.)
- ODE Memo to Districts
- ORVA Guide to Parents

Part 2: (Items you will need to supply)

Before you send in your enrollment packet, please be sure you have completed and included copies (do not include originals) of the following:

- Proof of age and guardianship for each student applying to our program (copy of birth certificate)
- Current proof of residency showing service address (copy of rental or mortgage document, current utility bill or notice of case housing assignment)
- A copy of your student's Multifactorial Evaluation/504 or IEP, if applicable
- A copy of your student's Immunization Record

Fax or mail the required documents listed in both parts 1 and 2 to ORVA. The fax number for ORVA is 1-866-991-3018. If you are unable to fax, please mail the documents to:

Oregon Virtual Academy
1810 Monroe Street
North Bend, OR 97459

Student's Name:

Student's Home Phone:



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Release of Student Records

Please accept this document as formal approval for the release of all official school records (including the record of transcripts, testing information, special education, health and immunization records).

Please send this form to ORVA

Student Information

Student's Full Name: _____
first middle last

Student's Date of Birth: _____

Student's Legal Address: _____
street apt #

_____ city county state zip

Home Phone: (____) _____

Prior School Information

Never attended a Prior School

Name of Prior School: _____

School's Address: _____
street

_____ city county state zip

School's Phone: (____) _____

Name of Parent or Legal Guardian: _____
first last

Parent/Guardian's Signature: _____ Date: _____

SCHOOL OFFICIALS ONLY:

Send student records to: Oregon Virtual Academy
1810 Monroe Street
North Bend, OR 97459

Student's Name:

Student's Home Phone:

July 23, 2008

To: District Superintendents, ESD Superintendents, Business Managers and others

RE: Oregon Virtual Academy (ORVA) Charter School

SUMMARY: Students wishing to attend ORVA who reside outside of the North Bend School District must receive permission from their resident district prior to enrolling in ORVA.

ORVA is a public charter school sponsored by the North Bend School District that will be opening on September 3, 2008. The State Board of Education granted ORVA a waiver of a state statute that restricted the number of students that ORVA may enroll from outside of the North Bend School District.

As part of granting the waiver the state board required students who attend ORVA who reside outside of the North Bend School District to receive permission from the student's resident school district prior to enrolling in ORVA. This requirement applies to all students regardless of whether the student attends a public school or private school or is homeschooled. The state board limited the student enrollment in ORVA to 600 students. It is expected that ORVA will enroll students from throughout the state.

It is a decision of the resident school district whether to grant a student permission to attend ORVA. There are no uniform state standards for granting this permission. A school district should use reasons for granting students permission or denying permission that are rational and consistent -- for example, the district could decide based on what best serves the student's educational needs and interests.

ORVA has sample permission forms available for use by school districts and will be distributing these forms to parents. A school district may use these forms or a form developed by the school district. An interdistrict transfer agreement form is not the appropriate form to use for granting this permission. A student attending ORVA does not require an interdistrict transfer.

The permission required by the State Board for enrollment in ORVA does not apply to enrollment in other public charter schools. A student may enroll in other public charter schools without the permission of the student's resident school district.

Note: Superintendent Susan Castillo has directed her staff to work with the State Board of Education and education stakeholders to prepare policy options for the 2009 legislature to review issues around funding, quality and equity with online education providers.

For information on ORVA, go to <http://www.k12.com/orva/>

To see the ORVA district permission form, go to http://www.k12.com/filefolder/orva_district_release_form_revised_17july08.pdf.

For information on the flow of State School Funds to Charter Schools, go to http://www.ode.state.or.us/opportunities/grants/nclb/title_v/b_charterschools/charterhandbook.pdf (see page 42)

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GUIDE FOR PARENTS COMPLETING THE 2009 – 2010 REQUEST FOR RELEASE FORM

This guide is designed to assist you in completing the form that must be submitted to the superintendent of your child’s resident school district to obtain permission for enrollment in ORVA. You play an important role in the enrollment process because you have an opportunity to explain to the superintendent of your resident school district why you want your child to attend ORVA. The personal reasons you provide will show why ORVA is the right educational environment for your child. In order to help the superintendent fairly evaluate your enrollment request and make an appropriate determination, we offer the following suggestions for filling out the form:

- **Be Specific.** Give the superintendent specific reasons why you want to enroll your child in ORVA. Share your child’s personal story. Whether your child is academically gifted or struggling with certain subjects, facing hardships such as harassment or bullying, physically unable to attend traditional classroom settings, or otherwise well suited to the teaching and educational environment that ORVA will provide, describe those circumstances and explain how ORVA will best serve your child’s educational needs and interests.
- **Provide Support.** In addition to supplementing the permission form with a brief narrative of personal reasons why ORVA is a good match for your child, include relevant supporting documents. If available, provide letters from doctors, counselors or similar professionals who have experience working with your child on these issues and who support the decision for your child to attend ORVA.
- **Stay Positive.** Rather than criticizing the methods employed by traditional public schools, which continue to work well for many students, emphasize the reasons why you believe ORVA’s curriculum is best suited to your child’s unique learning style and educational needs. Make it clear that you have “done your homework” and believe that ORVA provides a better opportunity for your child to succeed academically.
- **Be Cooperative.** Keep in mind that you must convince the superintendent to grant permission for your child to attend the public school that you have decided will best meet your child’s educational needs. The best way to convince the superintendent to grant such permission is to advocate strongly for your child’s need to attend ORVA while displaying a spirit of cooperation. Emphasize that your selection of ORVA for your child’s education, combined with the superintendent’s willingness to grant your child permission to attend, will allow an important experiment in innovative educational methods to go forward.