



### **Requirements for Written Notice of Student's Intent to Enroll**

Jefferson Classical Academy of Oregon requests that you send an email to your resident district that shares the intent to enroll in Jefferson Classical Academy of Oregon. The Oregon Department of Education (ODE) has asked us to comply with this requirement, and we must have a copy of this letter for our files to show proof of compliance.

Below is an example of what should be written in the email to your resident district. Your resident district email address can be found [here](#). Please also carbon copy (cc) Jefferson Classical Academy of Oregon on the email [enrollment@classicalor.org](mailto:enrollment@classicalor.org).

Please send this email to your resident district immediately upon, or at the same time as, submitting your students' enrollment with Jefferson Classical Academy of Oregon.

#### **Sample Email:**

To Whom It May Concern:

I, **•Parent/Guardian first and last name•**, have enrolled **•student(s) first and last name•** in the Jefferson Classical Academy of Oregon. <Student(s) first name> is <age> years old and is enrolled in the <grade> grade.

<Student(s) first name>'s address is <address>.

<Student(s) first name> was formerly enrolled at <Name of Former School>.

Sincerely,

Parent/Guardian first and last name  
Parent/Guardian address