

Enrollment Forms Packet (EFP)

Please review the information below. Based on your student(s) grade and applicable circumstances, you are required to submit documentation in order to complete this step in the enrollment process. You can fax, scan and email, or mail the required paperwork .

Important Note: Please send copies, do not mail the original documents

Fax (preferred):
1-405-212-4014

Scan and Email:
OVCAfax@k12.com

Mail:
Oklahoma Virtual Academy
Enrollment Processing Center
2300 Corporate Park Drive
Suite 200
Herndon, VA 20171

Required For?	Item	Description	Provided by?
	Authorization for Use of Electronic Signatures	Once this document has been completed and signed by the Legal Guardian, you will be presented with the following digital documents below.	Provided in this packet
	Oklahoma Transfer Application	Please complete this form and submit.	Digitally Signed
	Home Language Survey	Please complete and sign this form.	
	Title VII Student Eligibility Certification 506 form	This form must be signed and submitted. If it does not apply to your student, only include your student's name and your signature and write "N/A" on the form. If it is applicable to your student, please complete all sections of the form.	
	Enrollment Questionnaire/McKinney-Vento Act	Please complete and sign this form.	
	Release of Records	By filling out this form, you are giving our school permission to request your student's official records from their previous school after the approval process. If your child was Homeschooled please indicate it on the form, fill out the top portion and sign it.	
	Proof of Age	Official Birth Certificate (not the hospital issued certificate) .	
	Proof of Residency	Current Utility bill (dated within the past 6 months) OR Tax statement OR Mortgage/Rental Agreement statement showing physical address, not post office box OR Voter Registration.	
	Report Card	The most recent Report Card.	
	Immunization Record	Current Immunization Record.	
1st and 3rd Grade Only	Proof of Vision Screening	This form is required within 30 days of your student's approval date.	
Required for all 10th-11th graders	Transcripts	You will need to request a copy of your student's transcript from your student's current school, which will allow your student's academic standing. This is required in order to place all 10th and 11th graders.	
Required for Students that have an IEP or other Special Education needs	IEP	A copy of your student's current IEP (Individualized Education Plan). Because the IEP expires yearly, please submit the current IEP.	
	Evaluation Team Report	The Evaluation Team Report is valid for 3 years. If you do not have a copy of your student's ETR, please obtain a copy from your student's current school.	
Required for students that have a 504 plan	504 Accommodation Plan	A copy of your student's current 504 Accommodation Plan. Because the 504 expires yearly, please submit the current 504.	

AUTHORIZATION FOR USE OF ELECTRONIC SIGNATURE

An electronic signature is recognized as a valid signature under the Uniform Electronic Transactions Act, 12A O.S. § 15-101 et seq.

By signing this document, I _____ hereby authorize Oklahoma Virtual Charter Academy, hereinafter “school” to accept all correspondence transmitted by me via electronic mail from the e-mail address submitted herein, as a valid electronic message from me and I agree that until I notify school in writing that my e-mail address is changed, all communications sent out from this address shall be upon my digital signature represented by the following:

/s/ _____ shall be acceptable as a replacement for my written signature.

Parent/Legal Guardian Signature

I understand that I am responsible for notifying the school in the event that my email changes by mailing an updated signed “Authorization for Use of Electronic Signature” form to the school.

I will not allow another person to utilize my e-mail signature and I am aware that school assumes no liability for the event or the consequences of another party gaining access to my e-mail account, and electronically impersonating me.

I understand that I am not guaranteed confidentiality of information that is transmitted electronically (by e-mail or by FAX), by myself, the school or others. In the event that I request, either by electronic signature or in writing, that confidential information be transmitted, I release school from all liability related to the release of the requested information. School will do its utmost to insure confidentiality of all communication between me and the school.

By signing below, I release school from any responsibility or liability for consequences pertaining to this request.

Student’s Name

Date of Birth

Parent or Legal Guardian’s Name

Today’s Date

Street Address

Primary E-Mail Address

City State Zip Code

Signature

By signing this Authorization for Use of Electronic Signature, all other previous submissions of this form received by school is invalid.