

In 2011, House Bill 2301 gave school districts the option to deny a student's enrollment in a virtual charter school located in other districts. When a parent gives the school district notice of intent to enroll a student in a virtual charter school and receives a notice of denial, a parent may appeal the decision of a school district to deny a student's enrollment at a virtual charter school to the Oregon Department of Education (ODE).

STEP 1 Submit Appeal to the Oregon Department of Education

Send Appeal Notice to the Oregon Department of Education
To appeal the decision of the school district, an [appeal form](#) must be submitted to the Oregon Department of Education (ODE). The appeal must be received within **10 calendar days** of the date on which the parent received notice of the denial from the school district.

Send Copy of Appeal to the Resident District
A copy of the appeal and any supporting documents must be provided to the resident school district at least within **24 hours** of when the parent delivered the appeal to ODE.

Format of the Appeal :

Please use the [appeal form](#) and provide the following information:

1. Parent name and contact information
2. Student initials
3. Name of the virtual public charter school in which the student wants to enroll
4. Name of the district that denied the enrollment
5. The date you provided notice of intent to enroll to the school district
6. The date you received the denial from the district
7. A copy of the notice of intent to enroll provided by the parent to the school district
8. A copy of the notice of denial received from the school district
9. The reason for the appeal
10. Any supporting documents (including any evidence the parent would like considered as part of the appeal).

How to Submit the Appeal :

Please use the [appeal form](#). If you have questions or need help, contact kate.pattison@state.or.us.

Form