



INTENT TO RE-ENROLL for 2017-18 & NEW SIBLING ENROLLMENT



Dear Current JRCES Parent/Guardian:

As we begin next year's re-enrollment process, parents must annually complete an "Intent to Re-Enroll" form for each child currently enrolled at John Rex. This information is critical as we make staffing and placement projections for next year. Please carefully read these important documents and determine your preferences on the form attached. We must have your feedback on the form attached **no later than 4:00PM on February 17th**. You must let us know if you plan to:

1. Affirm your intent to re-enroll your child and continue to choose John Rex Charter for next year; or
2. Vacate your child's seat at John Rex Charter Elementary School for next year; and
3. Inform us about any new siblings that you wish to enroll for next year at John Rex Charter

CURRENT STUDENTS PLANNING TO RETURN for 2017-18:

For current students, a completed and signed "Intent to Re-Enroll Form" along with any necessary documents must be returned to the school no later than **Friday, February 17 at 4:00PM**. *This form does not constitute a full enrollment packet for siblings.* It is merely an indication that you plan to return and whether or not you plan to enroll another sibling. See the paragraph below for info about sibling enrollment. ***Parents who do not return this required form and documentation for a returning student by Friday, February 17th at 4:00PM automatically forfeit their child's seat and enrollment for next year.**

SIBLING ENROLLMENT WEEK IS FEBRUARY 20-24:

Legal siblings of children currently enrolled at JRCES have enrollment priority. You must first identify them to us on the "Intent to Re-Enroll Form." Next, you must enroll siblings by completing separate enrollment forms and submitting the required paperwork for each sibling during the week of February 20-24th. ***Parents who do not completely enroll siblings by returning the required paperwork by Friday, February 24th at 4:00PM will automatically forfeit their child's seat and enrollment priority for next year.**

ADDITIONAL DOCUMENTATION REQUIRED FOR STUDENTS THAT INITIALLY ENROLLED IN 2016-17

Students that began attending JRCES in 2016-17 (and in subsequent years) must annually complete an "Intent to Re-Enroll" form, remain in good standing, PLUS provide appropriate documentation to verify residency or employment. Each family must provide one of the following documents to verify/retain their seat at JRCES:

- Proof of residency in JRCES School Attendance Zone (current utility bill, mortgage statement, and/or lease agreement)
- Proof of residency in OKCPS School District (current utility bill, mortgage statement, and/or lease agreement)
- Proof of current employment in JRCES Attendance Zone (letter confirming employment from your HR Department)

If a parent is not able to provide these documents and wishes to continue to send their child to JRCES, they will be required to re-enter the lottery for their grade level.

Please let us know if we can serve you-

Dr. Joe Pierce
Head of School/Superintendent

JOHN REX CHARTER SCHOOL INTENT TO RE-ENROLL FORM: 2017-2018

Child's Name: _____ **Current Grade:** _____ **Grade Next Year:** _____

Complete one form for each child that is currently enrolled at JRCES. Check all that apply:

- My child **will** be returning to JRCES for the 2017-2018 school year.
- My child **will not** be returning to JRCES next year and I choose to vacate my child's seat at JRCES
- My residency information **has not** changed. **Additional documentation may be required- see cover letter.*
- My residency information **has** changed. **NEW ADDRESS:** _____
- My employment information **has not** changed. **Additional documentation may be required- see cover letter.*
- My employment information **has** changed. **NEW EMPLOYER:** _____

Please complete the following about employment, if applicable. This is helpful for fundraising & grant writing opportunities.

Parent 1 Employer: _____ Parent 2 Employer: _____

Affirmations: (Please initial each)

- _____ INITIAL **CHARTER SCHOOL:** I understand that by enrolling my child, I am waiving my right to attend the local/non-charter public school.
- _____ INITIAL **MISSION:** I understand and agree to support the mission statement of JRCES "To offer quality educational opportunities to children in the heart of downtown Oklahoma City through an innovative public-private partnership." I also agree to support the Head of School and other faculty members in accomplishing this mission.
- _____ INITIAL **TRANSPORTATION:** I understand that JRCES does **not** provide transportation services for students to and/or from school. I further understand that it is my responsibility to provide or arrange for transportation for my child to and/or from school each day. I will comply with state compulsory attendance laws. JRCES will work through transportation issues and needs with families on a case-by-case basis.
- _____ INITIAL **ATTENDANCE & UNIFORM DRESS CODE:** I understand the JRCES school hours and that attendance and punctuality are very important. I pledge to be punctual, maintain good attendance, and comply with the uniform dress code. Failure to maintain satisfactory attendance, punctuality, and/or dress in accordance to the Uniform Policy may result in revocation of a transfer, if applicable, or other disciplinary actions.
- _____ INITIAL **DISCIPLINE & EXPECTATIONS:** I acknowledge that my child will follow the JRCES Code of Conduct & Expectations as well as the Leveled Discipline Plan. To maintain a climate conducive to learning, each child is responsible for his/her own behavior and learning. Complying with the school rules is mandatory. Failure to do so may result in revocation of transfer, if applicable, or other disciplinary actions.
- _____ INITIAL **LEGAL DOCUMENTATION:** I understand that, to the extent possible, copies of any legal documentation related to my child must be provided to the school and must be kept up to date. The school must have documentation on file to prevent a non-custodial parent from having access to a student at school. Additionally, school records may be provided to the non-custodial parent upon request, unless the school is in possession of a legal document prohibiting the non-custodial parent from receiving such educational records.

INTENT TO ENROLL NEW SIBLING

List any legal sibling (not already attending John Rex) that you plan to enroll for 2017-18

See cover letter for more information about sibling enrollment.

Name	DOB	Current School Attending	Grade (entering)

Pre-K students must be 4 years old on or before September 1st of each school year.

You must also complete an Enrollment Form for each sibling by February 24, 2017.

Parents who do not return the requested paperwork by this date will forfeit their child(rens) enrollment seat for next year.

Parent Signature: _____

Date: _____

Printed Name of Parent: _____