



1 Start Your Enrollment

Visit evergreenvirtual.org/enroll to begin your student's enrollment process. You'll be directed to set up a ParentVue account, which takes about 30 minutes to complete. If you have any questions, [Zoom help sessions](#) are available.



2 Gather Compliance Documents

Next, you will need to provide copies of the following documents:

- Proof of Residency
- Proof of Age (e.g., birth certificate)
- Immunization Records

*Requirements vary depending on your student's situation. Our enrollment consultants can help determine exactly which documents you'll need. **Get in touch by calling 541.751.3003.***

2023 1st Semester Application Timeline + Start Dates

K-8th

Approval Deadline	Course Start Date
9/26/23	10/4/23
10/3/23	10/11/23
10/10/23	10/18/23
10/17/23	10/25/23
10/25/23	11/1/23
10/31/23	11/8/23
11/7/23	11/15/23

9th-12th

Approval Deadline	Course Start Date
9/20/23	Portal Closed
11/28/23	2nd Semester Enrollment Open
12/6/23	2/5/24
1/2/24	
1/9/24	
1/16/24	
1/23/24	



The EVA
Enrollment
Portal Closes
9/20/2023
for 9th - 12th



3 Send a Letter of Intent

Finally, you must email a Letter of Intent to your Resident District and cc EVA. This document has to be on file in order to meet Oregon Department of Education regulations. Below is a sample email you can copy and paste.



Find the email address of your local school district.

You can get this information on your local district website, by calling your local school, or looking it up in the Oregon School Directory.



Place the sample text below into the email message.

TO: Your Local School District Email Address
CC: enrollment@evergreenvirtual.com
SUBJECT: Letter of Intent

Hello,

*I intend to enroll my student [Name of Student] into [Grade Level] at
Evergreen Virtual Academy for the 2023-2024 school year.*

*Thank you,
[Your Name]
[Your Address]
[Your Phone Number]*



Send the email — and that's it!



4 Watch for Your Approval Email



The EVA Enrollment Team will contact you once your enrollment has been approved, or if any information is missing. This email will also discuss program and course placement next steps for your student.

We look forward to welcoming you to the EVA family!

WHAT ABOUT TUITION?

Because EVA is a public charter school program, **there is NO tuition cost.**

EVA provides an Oregon-licensed teacher and all instructional materials for the program, including a computer if necessary. However, students and families will be responsible for providing some consumable materials (such as printer ink and paper).

Questions?

Check our FAQs at
evergreenvirtual.org/resources/faq
or call us at **541.751.3003**

