

a program of



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RETURN TO: Douglas Education Service District
Attn: Kim Rencher
1409 NE Diamond Lake Blvd
Roseburg, OR 97470
HomeSchool@douglasesd.k12.or.us
PH: 541-440-4754 | FAX: 541-440-4771

DOUGLAS COUNTY HOME SCHOOL REGISTRATION

Parent or Legal Guardian's Name _____

Physical Address (required) _____ Mailing address (if different) _____

Phone (optional) _____ Email address (optional) _____

Resident School District _____

Students Full Legal Name (Please Print)	Gender	Date of Birth and Age	Grade Level	*Optional Currently Eligible for Special Ed. Services? (Yes/No)	Last School the Student Attended or is Currently Attending	Month/Year Student was Withdrawn from Public/Private School

* **OPTIONAL** "Eligible for Special Education Services" means that a student(s) meets the eligibility criteria for his or her specific handicapping condition as set forth in OAR 581-015-0051 and has been identified as having a disability by the public school. The public school can advise you whether your student(s) has been certified as eligible for special education services under this rule. Additional information and documents regarding home schooling students with disabilities are available on the Douglas ESD website.

As required by ORS 339.035, I am providing information to Douglas Education Service District stating my intent to home school the above-named student(s). I understand this notice must be filed with Douglas ESD within 10 calendar days of withdrawing the above-named student(s) from school, and that the information will be provided to the resident district by DESD. I understand that the above-named student(s) need to complete a standardized achievement test at the required grade levels, per ORS 339.035. Please refer to the Douglas ESD Home School Guidelines for further information regarding compliance.

Please indicate your relationship to the student(s) listed above:

_____ Parent _____ Legal Guardian (attach legal documentation)

Parent/Guardian Signature

Date

You will receive an acknowledgement letter within 90 days of Douglas Education Service District's receipt of registration form(s).

For ESD use only.

DESD File #: _____

Date Received: _____ District Name: _____ Sup't. _____



Home School – Release of Information

The Family Educational Rights and Privacy Act (FERPA) is included as part of this form.

*Online Release of Information form includes FERPA below.

*Hard copy Release of Information form includes FERPA attachment.

Student's Full Name (Please Print)	Grade of Enrollment	Date of Birth

Parent/Legal Guardian's Name _____

Parent/Guardian Current Address (required) _____

I give permission I do not give permission for Douglas Education Service District to release "directory information" to the public upon request. I understand that "directory information" includes student name, address, and date of birth.

I give permission I do not give permission for Douglas Education Service District to release my secondary student's information to military recruiters and/or institutions of higher education. I understand that the information that may be released to these individuals/institutions includes student name, address, and date of birth.

Parent/Guardian Signature _____ Date _____

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 Attention: Home School Department
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Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Last Modified: 02/05/2015