Logo, company name

Description automatically generated

Virtual Preparatory Academy of Oregon requests that you send an email to your resident district that shares the intent to enroll in Virtual Preparatory Academy of Oregon. The Oregon Department of Education (ODE) has asked us to comply with this requirement and we must have a copy of this letter for our files to show proof of compliance.

Below is an example of what should be written in the email to your resident district. Your resident district email address can be found here. Please also carbon copy (cc) Virtual Preparatory Academy of Oregon on the email [enrollment@vprepor.org](mailto:enrollment@vprepor.org).

Please send this email to your resident district within 10 days after your student’s enrollment with Virtual Preparatory Academy of Oregon.

**Sample Email:**

To Whom It May Concern:

I **<Parent/Guardian first and last name>** have enrolled **<student(s) first and last name>** in the Virtual Preparatory Academy of Oregon. <Student(s) first name> is <age> years old and is enrolled in the <grade> grade.

<Student(s) first name>’s address is the same as listed below. OR <Student(s) first name>’s address is <address>.

<Student(s) first name> was formerly enrolled at <Name of Former School>.

Parent/Guardian first and last name

Parent/Guardian address