

PORTLAND EVENING SCHOLARS (PES)

Benson High School Campus (Room 121)
546 NE 12th Ave., Portland OR 97232
Phone: 503-916-5720, Fax: 503-916-2691

REGISTRATION FORM (website)

Please fill out the form COMPLETELY. You may fill it out online and print it out, or print it out and fill it out by hand. Then, bring page 1 of the signed form and the tuition payment due to one of the Registration Completion Nights. Keep page 2 to refer to during the school year.

Student Last Name		Student First Name		MI	Date of Birth
Street Address		Apt. #	City	State	Zipcode
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Living With: Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Self <input type="checkbox"/>		Parent/Guardian Name(s)	
Home Phone#		Student Cell #	Parent/Guardian Cell #	Parent/Guardian Cell #	
Name Of School You Attend During The Day		Grade	Counselor Name	PPS Student ID#	

Day	Course Name	Teacher Name	Room	Is this course for Credit Recovery?	
				Yes	No
Mon.					
Tues.					
Wed.					
Thur.					

- Mark this box if the student currently receives accommodations related to a documented disability. (Please provide a copy of the relevant 504 Plan or IEP, if available).
- Mark this box if you consent to sharing your student's eligibility status for Free/Reduced price meals with the Portland Evening Scholars program for the purpose of receiving a reduction in tuition.

***Please note: 1.) PES does not have ESL services. 2.) Students with disabilities may attend PES, however, this program does not provide special education services and is not an extended school-year services program.**

By signing below, you agree that you have read the PES Information & Policies on page 2 of this form:

Daytime School Counselor Approval Signature

Parent/Guardian Signature

Student Signature

-----Boxes below are for PES office use only-----

Date	CC Check/Cash	Amount Paid	Balance Due	Received By	Cross- Enrolled	Courses	Fees	Agency

PORTLAND EVENING SCHOLARS (“PES”) INFORMATION & POLICIES

Student Responsibility: PES is a voluntary supplemental credit recovery and credit advancement program operated by Portland Public Schools. Students enrolled in PES have the responsibility to follow all rules in the District’s most current Student Rights, Responsibilities and Discipline Handbook. To see a PDF of the handbook, go to the following web address: <http://www.pps.k12.or.us/departments/student-services/358.htm>

Class Location & Time: All classes are held at Benson High School. 546 NE 12th Ave., Portland, OR 97232. Classes start at 6:00p.m and are dismissed at 9:00p.m. All students are expected to remain in class until the dismissal bell. If an emergency arises and a student must leave early, the student is required to come to the PES office to check out. Based on the time of departure, the student will receive either one (1) tardy or one-half (½) absence for leaving early. A student will receive a “cut” for leaving early without checking out in the office. Two (2) cuts may result in the student being dropped from the program.

Attendance Policies: Due to the compressed nature of the PES schedule, regular and on-time attendance is crucial to students’ academic success.

Absence Policy: Students who are absent more than three (3) class periods will be dropped from the program, without a refund. ***There are no excused absences, including absences due to late enrollment.***

Tardy Policy: Students who arrive after the tardy bell will be considered tardy and must get a tardy slip to take to class. If a student arrives after 6:45pm it will be considered a one-half (1/2) absence. In addition, six (6) tardies will equal one (1) absence.

Visitors: Visitors are NOT allowed on campus or in classes. Do not invite friends or family to school.

Grades: PES will withhold end of semester grades until all fees are paid and all books are returned.

Courses: Each successfully completed course earns the student one-half (1/2) credit. Course registration is not guaranteed. Classes may be cancelled due to insufficient enrollment, lack of space, or availability of a teacher. Students may be required to change teachers or schedule in order to balance class sizes. All decisions regarding class and teacher assignment are made by the PES administration. No specific teacher requests will be granted.

Tuition Cost: (Tuition is due in full at the time of registration!)

- Students living **within** PPS boundaries or attending a PPS school: **\$150 per course**
- Students living **outside** PPS boundaries: **\$175 per course**
- Students living **within** PPS boundaries or attending a PPS school, AND who **qualify for Free/Reduced Meals** (must provide written confirmation): **\$25 per course**

How To Pay: We accept cash, check or money order (payable to: PPS) and VISA, Mastercard or Debit Card.

Refunds: Refunds must be requested in writing and submitted no later than the 2nd week of classes. No refunds will be given after the 2nd week of classes. The refund policy is:

- **Requests no later than the 1st week of classes:**
 - Refund = the tuition amount paid, less a \$25 registration fee.
- **Requests the 2nd week of classes:**
 - Refund = 75% of the tuition amount paid, less a \$25 registration fee.