

**Open Enrollment Letter of Intent to Remain  
For the 2021 - 2022 School Year  
Due in the Enrollment Center Office before March 31, 2021.**

*Policy 5113-Inter-District Open Enrollment: Enrollment Priority*

Students approved and enrolled in a school through Open Enrollment may continue in the District through all grades **without reapplying** so long as they indicate in writing intent to remain enrolled.

**PLEASE SUBMIT A "LETTER OF INTENT TO REMAIN" FOR EACH STUDENT**

**I wish to remain on Open Enrollment Status:** Yes  No  **Child/Relative of Employee?** \_\_\_Yes \_\_\_No  
**Grade level entering 2021 – 2022** \_\_\_\_\_ **Currently served on an IEP, ETR or 504 Plan?** Yes  No

\_\_\_\_\_  
Please Print Student's Full Name Date of Birth

\_\_\_\_\_  
Print Parent/Guardian's Name \*Signature of Parent / Guardian (required) Date

\_\_\_\_\_  
Current Address (\*attach 3 current forms for Proof of Residency. See reverse side for *Proof of Residency*) Zip Code

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

\_\_\_\_\_  
School District of Residence School Address Zip Code

\_\_\_\_\_  
School Phone # School Fax #

List Siblings / grade schools attending: (You need to complete a separate **Letter of Intent to Remain Form** for each student.)

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

**\*Parent/Guardian signature along with three current forms for Proof of Residency is required before submitting to the Enrollment Center.  
This letter and current Proof of Residency must be in the Enrollment Center office on or before March 31, 2021\***

**Office Use Only**

Student ID # \_\_\_\_\_ DOR \_\_\_\_\_ IRN \_\_\_\_\_

Building: PN PS ES IS MS HS AGS JVS PSEO  Approved  Denied

Director of Student Services: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Administrator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Routing Instructions: Student Cum – ENR – Pupil Services (if applicable) – Transportation

## WINTON WOODS CITY SCHOOL DISTRICT PROOF OF RESIDENCY

Before any student is enrolled in the Winton Woods City School District, the student’s parent or legal guardian must prove legal residence in the District. **(Legal guardianship requires additional documentation from a court or agency. All documents must have the signature of a judge or magistrate. It must be filed through the court and have a court file number.)**

**Three pieces are needed to provide Proof of Residency:** One main document from Column A and two supporting documents from either Column B and/or Column C (see chart below)

**Documents must be pre-printed with the name and address of the student’s parent/guardian. If any documents need to be printed from an online source, they must be printed before bringing to the Enrollment Center.**

All applicants must submit at least one document from Column A PLUS two documents from either Column B and/or C		
COLUMN A MAIN DOCUMENT	COLUMN B SUPPORTING DOCUMENT	COLUMN C SUPPORTING DOCUMENT
<i>Items must be dated no more than 60 days prior to registration</i>	<i>Items must be dated no more than 60 days prior to registration</i>	<i>All documents must meet specified date requirements</i>
*Copy of deed, mortgage statement or contract for new home construction	*Energy bill	<b><i>Following must have valid dates</i></b> *Valid driver’s license *Current vehicle registration *Valid State of Ohio ID Card *Valid passport, if address is on it
*Lease or rental agreement-signed by Owner/manager <b>(must list names of all occupants)</b>	*Water bill	<b><i>Dated within the past year and still current:</i></b> *W-2 form *Property Tax bill *Insurance Policy *Voter Registration Card
*Student Affidavit signed by <u>home owners residing in WWCS District</u> <b>must be notarized by:</b> <b>Forest Park Tax Office</b> – 1201 W. Kemper Road 595-5211 (closed Tuesday and Thursday) <b>Greenhills Tax Office</b> -11100 Winton Road 825-2100 <b>Springfield Township</b> - residents may call the Enrollment Center 619-2360 for form <b>Please call the above Tax Offices first to assure notary will be in.</b>	*Cable bill / Internet bill	<b><i>Dated with the past 60 days:</i></b> *Letter from approved government agency *Payroll stub with parent/guardian name and address *Bank Statement *Credit Card Statement *US Post Office change of address form
*Section 8 agreement – signed copy	*Phone bill	

**Falsification of residency may result in full tuition reimbursement to  
Winton Woods City Schools.**

Office hours for Enrollment are Monday – Friday 8:00 am – 3:00 pm @ 8 Enfield Street, Greenhills. Ohio 45218  
(Hours may change during holiday weeks and summer. Please call ahead at those times.)

Phone: 513.619.2360 Email: [enrollment@wintonwoods.org](mailto:enrollment@wintonwoods.org) Fax: 513.619.2363