



Open Enrollment Application for 2021 – 2022 School Year

PLEASE PRINT all information completely and accurately. Missing, omitting, inaccurate, or deliberately providing false data may result in errors relating to acceptance/denial. All applicants are subject to approval.

Grade level entering 2021 - 2022 _____ Is the student currently being served on an IEP? _____ 504? _____

Is the student a child/relative of a WWCS employee? YES _____ NO _____

If yes, employee name and job title _____

Student's Full Name _____ Date of Birth ____/____/____

Student's Full Address _____

School District of Residence _____

Current School District Attending (if different from District of Residence) _____ Phone: _____

Has the student been suspended or expelled from school during the current or previous school year? YES _____ NO _____

If yes, how many days and reason _____

Is your student a former WWCS in-district student? _____ Is your student a former WWCS Open Enrolled student? _____

List all siblings who are currently attending and/or waiting for Open Enrollment approval at WWCS:

----- HIGH SCHOOL STUDENTS ONLY (required) -----

Anticipated credits at the end of 2020 – 2021 School Year: _____ Number of Years in High School: _____

Parent/Guardian Name _____ Parent/Guardian Signature _____

Cell Phone _____ Work Phone _____ Home Phone _____

Email _____

I have read and understand WWCS District Bylaws and Policy for Open Enrollment: Please initial _____

--- OFFICE USE ONLY ---

Date Received _____

Student ID _____ DOR _____ IRN _____ ESSA _____

Building PN PS ES IS MS HS PSEO

Director of Student Services _____ Date _____ Approved _____ Denied _____

Building Administrator _____ Date _____ Approved _____ Denied _____

Procedure for Open Enrollment Applications

We accept Open Enrollment Application Packets during regular office hours (M-F 8am-3pm). From June 1 to Aug 5, office hours are M-Th 7am-4pm, closed Fridays. **A packet is required for each child you wish to enroll.**

Your child's Application Packet must include the following documentation:

- Completed Open Enrollment Application for the 2022/2023 school year. You can download this form from the Enrollment page on our website or visit the Enrollment Center to pick one up.
- Proof of residency: all 3 items required
 - Lease, mortgage statement, or deed
 - Two bills or statements. Must be paper statements from your physical mail or downloaded from the provider's website
- Legal guardian's valid driver's license or state ID
- Custody documents that have been filed with the courts (if applicable)
- Child's documents
 - Birth certificate
 - Immunization records
 - Final report card
 - transcript (can be 'unofficial') also required for high school students
 - Attendance record
 - Must have dates and reason for each absence per House Bill 410
 - Discipline record
 - If your child has no discipline record, we need verification of that from the child's current school.
 - Current IEP and ETR (if applicable)
 - Current 504 Evaluation and 504 Plan (if applicable)
 - Must include signature page

You must submit ALL of the above documentation in order for your child to be considered for Open Enrollment. The parent/guardian is responsible for obtaining the documentation; the Enrollment staff is unable to obtain it for you.

If the Application Packet is incomplete, it will not be accepted by Enrollment staff. It will be returned to you until you can provide a complete packet during our active Open Enrollment period.

Application packets must be submitted by the parent/legal guardian. Currently, an appointment is required to submit your completed packet to the Enrollment Center; no walk-ins will be accepted. Call the Enrollment Office at 513-619-2360 to make your appointment.

Please note: The Application Packet must be approved by district administrators before you complete the online registration. You will be notified by letter with the decision made regarding your child's application. If your application is approved, you can submit your online registration at that time.

Thank you for your interest. We wish you and your family a safe and happy summer!

The Enrollment Team
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