



Open Enrollment Application for 2021 - 2022 School Year
Accepted April 1st – May 28th

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 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 _____

Check all that apply: _____ Child of District Employee _____ Former Student / Moved out of District
_____ Former OE Student _____ Sibling of Last Year OE Student

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

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

Program Requested: _____ Academy of Global Studies _____ General Studies

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: _____

Note: Parent/Guardian only must submit all required documents in person with this application for Open Enrollment to the following address:

Winton Woods Enrollment Center · 8 Enfield St · Cincinnati, OH 45218

--- OFFICE USE ONLY ---

Student ID _____ DOR _____ IRN _____ Date Received _____
ESSA _____
Building PN PS ES IS MS HS AGS PSEO
Director of Student Services _____ Date _____ Approved _____ Denied _____
Building Administrator _____ Date _____ Approved _____ Denied _____
Routing Instructions: Student Cum - ENR - Pupil Services (if applicable) - EMIS - Transportation

Our Open Enrollment administrators recently changed the procedure for Open Enrollment Applications. Please read the following for instructions:

We accept Open Enrollment Application Packets from April 1 2021 to May 28 2021 during regular office hours (M-F 8am-3pm). 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 2021/2022 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
 - 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, including signature page (if applicable)

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 in person 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. In order to ensure our staff's health and safety, masks are required to enter the building and social distancing must be practiced. Please 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. Per district bylaws, these decisions must be made no later than June 30, 2021. 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
Winton Woods City Schools
8 Enfield Street
Cincinnati, Ohio 45218
Phone: 513-619-2360
Email: enrollment@wintonwoods.org