



**Open Enrollment Application for 2018 – 2019 School Year**  
**Accepted April 2<sup>nd</sup> – May 30<sup>th</sup>**

ALL APPLICANTS ARE SUBJECT TO APPROVAL

Instructions: **Please fill out all information completely and accurately. Missing, omitting, inaccurate, or deliberately providing** false data may hinder the process, resulting in errors relating to acceptance/denial.

Grade level entering 2018 – 2019 \_\_\_\_\_ Is Student currently being served on an IEP or 504? \_\_\_ Yes \_\_\_ No

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

Current School District: \_\_\_\_\_ Phone #: \_\_\_\_\_ School Fax: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School District of Residence \_\_\_\_\_

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: \_\_\_\_\_

**HIGH SCHOOL STUDENTS ONLY :( \*required)**

\*Anticipated credits at the end of 2017 – 2018 School Year: \_\_\_\_\_ \* Number of Years in High School: \_\_\_\_\_

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

Program Requested:  Academy of Global Studies  General Studies  JVS Open Enrollment

**DO NOT MAIL**, you must bring ALL of the following when requesting Open Enrollment:

1. Open Enrollment Application completed and signed
2. All Documents Required for Open Enrollment (see attached)
3. I have read and understand WWCS District Bylaws and Policies for Open Enrollment (attached) please initial: \_\_\_\_\_

**RELEASE OF RECORDS**

**Note to Parent(s):** Your signature on this form grants permission for the nonresident school district to request from the current school district official transcripts/records necessary to determine if the student meets the criteria for Open Enrollment.

\_\_\_\_\_  
 Parent / Guardian Name (Print) Parent Guardian Signature Date

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Note to Parent(s) / Guardians: It is the parent / guardian's responsibility to submit all required documents with this application for Open Enrollment.

**To District of Residence:**

The parent of the above named student is applying for Open Enrollment with Winton Woods City Schools. Please allow the use of this document as a request for records. DO NOT WITHDRAW THE STUDENT.

**THIS IS FOR APPLICATION PURPOSES ONLY. If student is accepted for Open Enrollment, you will receive an official Request for Records with student start date.**

The documents listed below are required to be submitted with the Open Enrollment Application. The parent has circled which documents they need. Thank you in advance for your assistance.

- Copy of Current Report Card or Transcript
- Attendance Record
- Discipline Record (or note on letterhead stating there is no discipline record for this current school year)
- Current IEP and ETR or 504 Plan with Signature Page
- Birth Certificate
- Shot Record

WWCS Registrar \_\_\_\_\_

WINTON WOODS CITY SCHOOL DISTRICT  
Procedures for  
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.

Families whose primary residence is outside of the Winton Woods City School District must apply for Open Enrollment. Parents need to begin the application process during the specified time frame, and they will be notified of the decision. Students who currently attend Winton Woods City Schools on Open Enrollment must submit current documents each year, when they submit the *Intent to Remain* form.

**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.**

**Documents must be pre-printed with the name and address of the student’s parent / guardian\*** and must be presented at the Enrollment Center at the time of registration. These documents will also be required before we can make any changes in the student’s address.

All applicants must submit at least one document From Column A PLUS two documents from either Column B or C		
COLUMN A MAIN DOCUMENT	COLUMN B SUPPORTING DOCUMENT	COLUMN C SUPPORTING DOCUMENT
	<i>A utility bill or work order dated within the past 60 days, including:</i>	
*Copy of deed, mortgage statement or contract for new home construction	*Energy bill	*Valid driver’s license *Current vehicle registration *Valid State of Ohio ID Card *Valid passport
*Lease or rental agreement-signed by Owner/manager (must list names of all occupants)	*Water bill	<i>Dated within the past year:</i> *W-2 form *Property Tax bill
*Student Affidavit signed by <u>home owners residing in WWCS District must be notarized by:</u> <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	<i>Dated with the past 60 days:</i> *Letter from approved government agency *Payroll stub with parent/guardian name and address *Bank Statement *Credit Card Statement
*Section 8 agreement – signed copy	*Home telephone bill	

**\*\*Legal guardianship requires additional documentation from a court or agency.**