



TROTWOOD-MADISON CITY SCHOOLS



2020-2021 PreK-12 REGISTRATION

Begins Monday, June 1, 2020

PreK-1 Registration @ The Early Learning Center

4400 N. Union Road, Trotwood, OH 45426

Grades 2-12 Registration @ Trotwood-Madison High School

4440 N. Union Road, Trotwood, OH 45426

**NEW! 2020-2021 Registration: Begin the application process
online through Final Forms**

Please register at: <https://trotwoodmadison-oh.finalforms.com/> and follow the prompts to create your account, create your students, sign forms, and upload your documents.

Note: If your student is NEW to the district please be sure to click the “New to District” checkbox when registering your student.

Registration will be done BY APPOINTMENT ONLY !

Appointment Times: Monday & Wednesdays– 8:00am-3:00pm

Tuesdays - 11:00am-6:00pm

Thursdays & Fridays– **NO APPOINTMENTS**

2nd & 4th Saturdays– 10:00am-2:00pm

Face masks/coverings MUST be worn during appointment

Call 937-854-3050 to schedule an appointment



If you have any questions, please contact Jennille Love-Allen at
937-854-3050 xtn. 1112





TROTWOOD-MADISON CITY SCHOOLS

3594 N. Snyder Road Trotwood, Ohio 45426

Phone 937-854-3050
www.trotwood.k12.oh.us



The PreK & K Registration Checklist

After creating the Parent Account, please upload the following items to your student's account on [Final Forms](#)

- ⇒ Current picture identification for parent/legal guardian
- ⇒ Child's **original** birth certificate
- ⇒ Update shot record (containing all immunizations)
- ⇒ Court documents (any documents that pertain to custody, divorce decree, etc.)
- ⇒ Proof of Residency*
- ⇒ **Proof of Income (PreK parent/legal guardians only)**
- ⇒ Proof of withdrawal from prior school & final report card

***Proof of Residency for Trotwood residents**

- ⇒ DP & L, Vectren, or Water bill (not more than 30 days old)
- ⇒ Home purchase agreement, deed, mortgage statement, tax bill **or** valid lease agreement

Two legal documents are REQUIRED if the above does not apply to you

- ⇒ Voter registration
- ⇒ Current Driver's License
- ⇒ Bank Statement
- ⇒ Child support documents
- ⇒ Water or Cable bill
- ⇒ Payroll Check Stub
- ⇒ Unemployment compensation



Thanks for choosing Trotwood–Madison City Schools





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Grades 1-12 Registration Checklist

After creating the Parent Account, please upload the following items to your student's account in [Final Forms](#).

- ⇒ Current picture identification for parent/legal guardian
- ⇒ Child's **original** birth certificate
- ⇒ Updated shot record (containing all immunizations)
- ⇒ Court documents (any documents that pertain to custody, divorce decree, etc.)
- ⇒ Proof of Residency *
- ⇒ Proof of withdrawal from prior school & final report card
- ⇒ Transcripts (high school only)

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Registration F.A.Q.

Q: When can I make an appointment to register my child?

A: Registration for 2020-21 school year begins June 1, 2020. You can only make an appointment once you have completed a Parent Account and uploaded forms on [Final Forms](#).

Q: What is the website that I need to use to register?

A: Go to: <https://trotwoodmadison-oh.finalforms.com/>

Q: What building should I go to if I have multiple students to register?

A: Please do not go directly to a building until you have scheduled an appointment. No walk-ins are permitted. If you have students in grades PreK-1, schedule an appointment at the Early Learning Center to register them. If you have students in grades 2-12, schedule an appointment at Trotwood-Madison High School.

Q: Do the shot records have to be updated before I register, even if they are getting shots this summer?

A: Yes. Students' immunizations need to be up to date prior to registering your child.

Q: If I have uploaded all of my documents in Final Forms, do I still need to come in for an appointment?

A: No, you do not. However, it is advised you call to ensure that your forms are all completed and to make sure there are no additional documents that need to be signed.



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