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|  | Trotwood-Madison City School District *Our Mission Is 100% Student Success!* |
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| **Trotwood-Madison**  **Board of Education**  **Sonja Cherry**  President  **Dionne Simmons**  Vice President  **LaJuana Curington**  **Sidney Davis, Jr.**  **Aaron D. Lumpkin**  **Dr. Reva Cosby**  Superintendent  **Janice D. Allen**  Treasurer/CFO  **Trotwood-Madison**  **Early Learning Center**  4400 North Union Road  Trotwood, Ohio 45426  (937) 854-4511  **Madison Park Elementary**  301 South Broadway  Trotwood, Ohio 45426  (937) 854-4456  **Westbrooke Village**  **Elementary**  6500 Westford Road  Trotwood, Ohio 45426  (937) 854-3196  **Trotwood-Madison**  **Middle School**  4420 North Union Road  Trotwood, Ohio 45426  (937) 854-0017  **Trotwood-Madison**  **High School**  4440 North Union Road  Trotwood, Ohio 45426  (937) 854-0878  **Ram Nation Virtual**  **Academy**  3594 North Snyder Road  Trotwood, OH 45426  (937) 854-3050 Ext. 1154 | **New Applicants…Your Open Enrollment Application Period is May 1 - May 31.**  Dear Parents/Guardians,  If you would like for your child to attend Trotwood-Madison City Schools as an Open Enrolled student for the 2024-2025 school year, you must complete anOpen Enrollment application, **AND** provide **all** of the required documents. You must submit:   1. Parent Agreement for Open Enrollment 2. Copy of current state identification of parent/legal guardian 3. Birth certificates ( copies or hospital birth records are accepted) 4. Proof of residency (see back of this letter for acceptable proof of residency) 5. Court filed stamped documents (custody, divorce decrees, foster-placed, etc.) 6. Copy of current & updated immunization records 7. Attendance records (most recent school year) 8. Discipline records (most recent school year) 9. Copy of report card (grades K-8) 10. Copy of transcript (grades 9-11 only) 11. IEP and ETR (if applicable) 12. 504 Plan (if applicable)   **Application and all documents must be submitted at the same time.** Theycan be submitted at [enrollment@trotwood.k12.oh.us](mailto:enrollment@trotwood.k12.oh.us) or in the Open Enrollment Drop Box at the Trotwood-Madison City Schools Board of Education Office (3594 N. Snyder Road, Trotwood, Ohio 45426) between 8:00-4:00pm daily. ***Applications with missing or incorrect items will not be accepted or processed.***  Notification of acceptance or denial will be made by the appropriate building principal, and families will be notified on or before **June 14, 2024.**  Failure to submit your application & all required documents on or before **May 31, 2024** may cause your child to lose the opportunity to attend Trotwood-Madison City Schools, as enrollment is **not** guaranteed or promised.  If there are questions regarding the Open Enrollment process, please feel free to contact Jordan Poe at 937-854-3050 ext. 1181.  *Sincerely,*  *Jordan Poe*  *Enrollment Registrar*  3594 N. Snyder Rd. ■ Trotwood, Ohio 45426 ■ Tel (937) 854-3050 ■ Fax (937) 854-3057  An Equal Opportunity Employer |
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**Acceptable Proof of Residency**

*Per Ohio Revised Code, these are the documents that are acceptable to verify residence of students.*

* Home purchase agreement
* Deed
* Current Mortgage Statement
* Current real estate property tax bill
* Valid lease agreement
* Current homeowner’s/renter’s insurance declaration page
* Utility bill or receipt of utility installation (AES, Centerpoint, Water) no more than 30 days old. **Must be the entire bill so we can see the service address and due date within 30 days. Disconnect notices will not be accepted.**
* Paycheck or paystub with parent’s name and primary residence listed (check must be issued within 90 days of enrollment)
* Most current bank statement that includes parent’s primary residence
* USPS return receipt from certified letter sent to parents by district of residence
* Written confirmation from the Department of Job and Family Services of current address of the parent(s)
* Written confirmation from a local law enforcement agency of the current address of the parent(s)
* Notarized affirmation from the parent(s) or student(s) if over 18-years of age of current residence address

ORC 3314.03(A)(33).

ORC 3314.11(B)(1).

ORC 3314.11(A); 3314.11(B)(2).

ORC 3314.11(A).

ORC 3314.03(A)(32).

OAC 3314.11(C).