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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 RoadTrotwood, Ohio 45426(937) 854-4511**Madison Park Elementary**301 South BroadwayTrotwood, Ohio 45426(937) 854-4456**Westbrooke Village****Elementary**6500 Westford RoadTrotwood, Ohio 45426(937) 854-3196**Trotwood-Madison****Middle School**4420 North Union RoadTrotwood, Ohio 45426(937) 854-0017**Trotwood-Madison****High School**4440 North Union RoadTrotwood, Ohio 45426(937) 854-0878**Ram Nation Virtual****Academy**3594 North Snyder RoadTrotwood, 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 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) 854-3057An 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).