



TROTWOOD-MADISON CITY SCHOOL DISTRICT

Our Mission Is 100% Student Success!

**Trotwood-Madison
Board of Education**

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**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

New Applicants... Your Open Enrollment Application Period is May 1-May 26!

Dear Parents/Guardians,

If you would like for your child to attend Trotwood-Madison City Schools as an Open Enrolled student for the 2023-2024 school year, you must complete an Open 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. They can 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 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 15, 2023.**

Failure to submit your application & all required documents on or before **May 26th** 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

Acceptable Proof of Residency

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

- Home purchase agreement
- Deed
- Mortgage
- 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, Vectren, Water) no more than 30 days old
- 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).

Trotwood-Madison City Schools
PARENT ACKNOWLEDGMENT OF INTER-DISTRICT OPEN ENROLLMENT
POLICIES AND PROCEDURES
Enrollment is effective for the 2023-2024 school year only

The undersigned parent/guardian of _____ understands and acknowledges the following policies and procedures applicable to inter-district open enrollment in Trotwood-Madison School District:

- Our child's application may be rejected for the following reasons: (1) if maximum number of enrollments in the classroom or program for which we are applying exceeds capacity limits set by Trotwood-Madison School district; (2) if our child is receiving services under Chapter 3323 of the Revised Code and the services described in our child's IEP are not available in the district's schools; or (3) if our child has been suspended or expelled for ten consecutive days or more in the semester for which admission is sought or in the preceding semester.
- If approved for enrollment, all rules, regulations, and policies of the Trotwood-Madison School District shall apply to open enrollment students to the same extent as they apply to native students. Admitted students are expected to adhere to district attendance and discipline policies. Violations may result in disciplinary action. Our child will be required to abide by the rules and regulations set forth in the Trotwood-Madison Student Code of Conduct.
- If applying for Kindergarten, our child must meet the age requirement set forth by the Trotwood-Madison School District. **This means that our child will be 5 years old on or before September 30.**
- If our child should require special education services, he/she may be assigned or transferred to another school in the Trotwood-Madison School District which provides such services, if the school he/she is attending cannot provide the same.
- We are responsible for providing the transportation for our child to and from the Trotwood-Madison School District.
- Ohio High Schools Athletic Association eligibility guidelines will be in effect for a student in grades 7-12. It is the responsibility of the parent/guardian/student to request an athletic release from the Board of Education from the resident district. Any enrolled adjacent-district may lose their eligibility to participate in tournament or sporting contests for a period of time if or when they return to the home district. Students and parents are urged to become aware of and consider these athletic guidelines before submitting the application for open enrollment.
- Once notified, Parents/Guardians must indicate their acceptance of the Open Enrollment. As a condition of the Open Enrollment we must agree to have all personally identifiable data on file in the child's current/previous school district forwarded to Trotwood-Madison Schools. Failure to provide such permission will result in this offer being withdrawn, thus allowing other students to be considered for an available opening.
- The enrollment is only for the **2023-2024 school year**, and we must make the application again next year.

I have read and understand the Open Enrollment Policies and Procedures of the Trotwood-Madison City Schools as set forth in this document.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



TROTWOOD-MADISON CITY SCHOOL DISTRICT

3594 N Snyder Road, Trotwood, OH 45426

Phone: (937) 854-3050 Email: enrollment@trotwood.k12.oh.us

INTER-DISTRICT OPEN ENROLLMENT APPLICATION 2023-2024

The transfer of a student into the Trotwood-Madison City Schools from his/her district of residence shall be accomplished in accordance with the Trotwood-Madison District's Inter-district Open-Enrollment Policies and Guidelines. If you have any questions regarding them, please contact the Student Services office for clarification. Complete the following application form, sign indicating your awareness and understanding of the policies and guidelines, and return to the Trotwood-Madison City Schools' Student Services office **by May 26,, 2023**. **Applications will not be accepted after May 26, 2023, unless extenuating circumstances exist.** A decision regarding this application will be made by the building principal, and you will be notified of that decision by mail and/or email.

PLEASE USE BLACK /BLUE INK

Today's Date: _____ Student's Full Legal Name: _____
First Middle Last

Date of Birth: _____ Birth Place City _____ Phone Number (____) _____
Month Day Year

Address: _____
House # Street/Road Name PO Box # City Zip

Parent/Guardian Email address: _____

The following information is required by the United States Department of Education:

Is the student of Hispanic/Latino origin? ☐ Yes ☐ No. At least one race must be chosen: ☐ White ☐ Black or African American
☐ American Indian or Alaskan native ☐ Asian ☐ Native Hawaiian or Other: Pacific Islander ☐ Multi-racial
(NOTE: If ethnicity is not provided, district will use observer identification per state and federal regulations)

Native Language: ☐ English ☐ Spanish ☐ Japanese ☐ Other: _____ ☐ Male ☐ Female

Name of School District of Legal Residence: _____ Grade Level: **2023-2024** _____

Please answer the following questions.

Are **you** able to provide transportation to and from school for your student? ☐ Yes ☐ No

Does the student have an Individualized Education Program (IEP)? ☐ Yes ☐ No if yes, explain:

Has the student been suspended or expelled from school for 10 consecutive days or more during the current semester?

☐ Yes ☐ No if yes, explain _____

Siblings currently enrolled/applying for Open Enrollment at Trotwood? ☐ Yes ☐ No (Separate applications required for each child)

If yes, give names and grade levels: _____

Print Parent/Guardian Name(s): _____

Mother's Maiden Name: _____

Check the box that explains your situation: ☐ Last year open enrollment student ☐ Sibling of last year open enrollment student

☐ New Applicant

☐ Former Trotwood resident student

☐ Current Trotwood student, moving out of Trotwood-Madison School District

Effective date of move: _____

☐ Student Following parent/District Employee

Name of District Employee: _____ (Code 109)

By signing this application, I am requesting that my child be considered for Inter-district Open-Enrollment in the Trotwood-Madison City Schools for the **2023-2024** school year/term. **I HAVE READ AND UNDERSTAND THE POLICIES AND GUIDELINES WHICH GOVERN THE PROGRAM, including the need to provide transportation to the school. Providing inaccurate information on this application will void consideration of your request.**

Legal Parent/Guardian Signature

Date

FOR OFFICE USE ONLY. DO NOT WRITE IN THIS AREA:

To Be Completed by Building Principal

_____ ☐ Approved ☐ Denied Reason (if denied): _____
Date Application Received Time Application Received

Building Principal's Signature: _____ Date: _____

To Be Completed by Building Secretary (DO NOT Leave blank)

Effective Start Date for OE _____ Assigned SSID# _____
Date Notice Sent to Parent

Building Secretary's Signature: _____ Date: _____

To Be Completed by District Superintendent

Superintendent's Signature: _____ Date: _____