

# WEST CARROLLTON CITY SCHOOL DISTRICT

To the Parent/Guardian of

**POTENTIAL** OPEN ENROLLMENT STUDENTS

2024-2025

**All applications must be returned to the Board of Education office,  
430 East Pease Avenue, no later than May 31, 2024.**

**Late applications will not be accepted.**

**Applications will not be accepted at the individual school buildings.**

**An official transcript/report card is required for all high school students.**

Submit your application as soon as possible. Enrollment is limited.

Call 937-859-5121 for additional information.

**WEST CARROLLTON CITY SCHOOLS**  
**2024-2025 Open Enrollment Application – Inter/Intra District Transfer**

*Indicate the following:*

- New Open Enrollment
- Returning Open Enrollment
- Former Resident/Student
- Effective Date: \_\_\_\_\_

**Fill out completely. Inaccurate or false information may lead to denial of your application.**  
**A NEW Application must be completed EVERY YEAR.**

**To be completed by the parent or legal guardian (or the student if 18 or older). The application must be physically received at the West Carrollton Schools Board of Education Office, 430 E. Pease Ave., West Carrollton, OH 45449, no earlier than 8:30 a.m. March 1, 2024, and no later than 4:00 p.m. on May 31, 2024. Open Enrollment acceptance is granted based on grade level and program space availability; see WCSD Board Policies and Guidelines.**

**\*Must attach "Proof of Residency" (mortgage/lease agreement or current utility bill)**

TODAY'S DATE: \_\_\_\_\_ CHILD'S GRADE NEXT YEAR: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

GENDER: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ APT. #: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**DOES STUDENT HAVE AN IEP?**       YES       NO

HAS THE STUDENT BEEN SUSPENDED MORE THAN TEN DAYS OR EXPELLED AT ANY TIME DURING THE 2022-2023 SCHOOL YEAR OR ARE THERE ANY DISCIPLINARY PROCEEDINGS PENDING THAT COULD LEAD TO SUSPENSION OR EXPULSION?

YES       NO

BUILDING YOU ARE APPLYING FOR:       ECC (K-1)       Schnell (2-3)       Russell (4)  
 Intermediate (5-6)       Middle School (7-8)       High School (9-12)

IN WHICH SCHOOL DISTRICT DO YOU CURRENTLY RESIDE? \_\_\_\_\_

WHAT SCHOOL/DISTRICT DOES YOUR CHILD CURRENTLY ATTEND? \_\_\_\_\_

REASON YOU ARE REQUESTING OPEN ENROLLMENT: \_\_\_\_\_

- MY CHILD CURRENTLY ATTENDS WEST CARROLLTON SCHOOLS       MY CHILD PREVIOUSLY ATTENDED WEST CARROLLTON SCHOOLS

WHAT WAS THE LAST SCHOOL YEAR HE/SHE ATTENDED WEST CARROLLTON SCHOOLS? \_\_\_\_\_

ARE YOU OPEN-ENROLLING MORE THAN ONE CHILD IN WCSD?       YES       NO

(Separate applications are required for each child)

NAMES: \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE AND INFORMATION RELEASE**

All information is complete and correct. I am the child's custodial parent or legal guardian or I am the student age 18 or older. I grant permission for the nonresident school district to request from the school my child attends, information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). Information regarding my child's attendance and or discipline may also be released. I understand that my resident district will be provided with demographic information required by the Ohio Department of Education. I understand that my child who has an IEP, who initially is approved for Open Enrollment, may be denied enrollment before the school year begins if IEP services cannot be provided by the District.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME PARENT/GUARDIAN: \_\_\_\_\_

**OFFICE USE ONLY**

Date/Time Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved       Denied (Reason) \_\_\_\_\_ Date Approved or Denied: \_\_\_\_\_

Residence IRN: \_\_\_\_\_ Parent Notification Sent Date: \_\_\_\_\_

# WEST CARROLLTON SCHOOL DISTRICT

## PARENT AGREEMENT FOR OPEN ENROLLMENT

Enrollment is effective for the 2024-2025 school year only

Whereas, we have been informed that if our child, \_\_\_\_\_, is enrolled in the West Carrollton School District from our resident district, we agree to the following:

- If applying for Kindergarten, our child meets the age requirement set forth by the West Carrollton school District. **This means that our child will be 5 years old by August 1, 2024.**
- If admitted, our child may need to be transferred back to his/her home school at any time during the school year, depending on classroom capacities.
- If our child should require special education services or a reasonable accommodation for a Section 504 disability, he/she may be transferred back to a school in our district of residence or to another school in the West Carrollton School District which provides such services or can make the accommodation, if the school he/she is attending cannot provide the same. This review may take up to 10 days.
- We are aware that we are responsible for providing the transportation for our child to and from the West Carrollton School District. Under no circumstances will the West Carrollton School District be required to increase its transportation services or costs to accommodate open enrollment students.
- Ohio High School Athletic Association athletic 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 students who are eligible to participate in interscholastic athletics and who have been released by their home districts **may lose their eligibility for an entire year** if or when they return to the home district. Students and parents are urged to become aware of and consider these athletic guidelines before making application for Open Enrollment.
- Applicants may be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.
- Once approved for enrollment, all rules, regulations, and policies of the West Carrollton 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 immediate withdraw from the West Carrollton School District. Our child will abide by the rules and regulations set forth in the West Carrollton Student Code of Conduct. **Numerous tardies, absences, and/or disciplinary proceedings may result in our child be transferred back to his/her district of residence.**
- The West Carrollton School District reserves the right to revoke the admission of any open enrollment student who violates any provision of this policy.
- Once notified, Parents/Guardians must indicate their acceptance of the Open Enrollment. As a condition of application for Open Enrollment, we agree to have all personally identifiable data on file in the child's current/previous school district forwarded to West Carrollton 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 following documents will be needed when enrolling new students:
  - Original birth certificate
  - Shot records (for Kindergarten students)
  - Proof of Residency dated within the last 30 days, one of the following: gas bill, electric bill, water bill, lease agreement or mortgage statement)
  - Custody papers (if applicable)
  - Valid Driver's License, State Photo ID, or Passport

I have read the stipulations of the Open Enrollment Application and agree to abide by the procedures and policies that have been established.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WEST CARROLLTON CITY SCHOOL DISTRICT

OPEN ENROLLMENT HIGH SCHOOL CREDIT REQUIREMENTS

As part of the Open Enrollment process for high school students in the West Carrollton City School District, we are asking parent(s)/guardian(s) to verify the accumulated credits of their students and acknowledge the credits completed requirements for Open Enrolled students. Please do this by signing your name that your student has met and/or will meet the following criteria:

CREDIT REQUIREMENTS		
GRADE	BEGIN SCHOOL WITH	EARN IN UPCOMING YEAR
9	0 credits	5 credits
10	5 credits	5 credits
11	10 credits	6 credits
12	16 credits	6 credits

**A minimum of 22.0 credits is required to graduate.**

The parent must provide a transcript from the current high school no later than June 7, 2024. Your application will not be considered without a current transcript. If the official transcript received by West Carrollton reveals a different number of credits earned than the number required above, your student will be withdrawn from the high school and will not be eligible for Open Enrollment. **If your student does not maintain the appropriate number of credits each year (as indicated above), your student will be withdrawn from the high school and will not be eligible for Open Enrollment.**

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Student Name

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Parent/Guardian Signature

Date