



# 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

**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 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](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*

### 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).