



## District of Origin Sign-Off for Student Applying for Open Enrollment to Great Oaks

By completing and signing this form, your school district acknowledges that the above student is applying to attend a Great Oaks program as an out of district applicant. You understand that the student, if accepted for enrollment at Great Oaks, will remain enrolled at your school district and that credits they earn at Great Oaks will be recommended for the student's requirements to graduate through your school district. Students are required to provide their own transportation and stay on track toward graduation. Students unable to fulfill academic, attendance, and discipline requirements may be withdrawn from Great Oaks back to their district building. We will contact you once their acceptance status is determined.

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

School and District Currently Enrolled: \_\_\_\_\_

Counselor/District Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Guidance Secretary: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Is this student currently receiving any of the following services? If so, please attach the corresponding documents (IEP, 504 Plan, EL services).

IEP  504  EL  This student is not receiving any services.

Coordinator or Intervention Specialist name/email/phone \_\_\_\_\_

### We must receive the following attached information along with this form in order to consider your student's application:

- Final high school transcripts through the end of the current school year
- End of Course scores
- Discipline records
- Copy of your district graduation requirements, including any community service requirements
- Any services documents (IEP, 504, EL)

I verify that (student) \_\_\_\_\_ is on track to graduate as of (date) \_\_\_\_\_ and

(school) \_\_\_\_\_ will accept all credits recommended by Great Oaks Career Campuses and award the high school

diploma. Counselor/District Administrator Name and Title: \_\_\_\_\_

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

Counselor/District Administrator Signature: \_\_\_\_\_

#### Please send completed form and documentation to preferred campus:

Diamond Oaks Career Campus  
6375 Harrison Avenue  
Cincinnati, OH 45247  
ATTN: Laura Domet  
DometL@greatoaks.com

Laurel Oaks Career Campus  
300 Oak Drive  
Wilmington, OH 45177  
ATTN: Bill Davis  
DavisW@greatoaks.com

Live Oaks Career Campus  
5956 Buckwheat Road  
Milford, OH 45150  
ATTN: Terri Rothfuss  
RothfusT@greatoaks.com

Scarlet Oaks Career Campus  
300 Scarlet Oaks Drive  
Cincinnati, OH 45241  
ATTN: Molly Maundrell  
MaundreM@greatoaks.com