

**WESTERVILLE CITY SCHOOLS
INTRA-DISTRICT OPEN ENROLLMENT APPLICATION**
(One student per application, per year)

Date Received: _____	Time Received: _____
(for office use only)	

Student Name: _____ Parent Phone #: _____

Address: _____ E-Mail: _____

City: _____ Zip Code: _____ Student Current Grade Level: _____

Parent/Guardian Name: _____ School year applying for: _____ - _____

Assigned Homeschool: _____ Grade Level applying for: _____
(If KG: ADK or 1/2 Day)

School student wishes to attend: _____

Sibling/s: Y or N Sibling(s) name and current grade(s): _____ (note: if you are applying for IDOE for more than one child, you will need to complete an IDOE form for each child separately).

- If you are a Westerville City School's staff member **located at the building being requested**, please check .
- Student listed above must be enrolled Full-Time in the Westerville City School District.
- The student's FAMILY will PROVIDE TRANSPORTATION to and from school if student is approved for IDOE.
- If this request is due to a change of address, you must also visit the WCS Enrollment website to complete a Change of Address Form and provide two proof of residency documents for new address.
- **Elementary student approvals are only for ONE SCHOOL YEAR ONLY. Students will be transferred back to their home attendance school at the end of each school year. Elementary families must re-apply for IDOE each year.**
- MS student approvals are approved until they are promoted to high school as long as they remain continuously enrolled in WCS.
- HS student approvals are approved until graduation as long as they remain continuously enrolled in WCS.

Rationale for request:

I have reviewed and understand the guidelines of the Intra-district Open Enrollment Application. I also understand that providing false information may result in student returning to home school.	
_____ Parent/Guardian Signature	_____ Date

Superintendent/Designee Signature

[] Approved
[] Denied

RETURN TO:
Westerville City Schools
Attn: IDOE

300 Polaris Parkway, Suite 280, Westerville, OH 43082
Fax: 614-797-7701 or E-Mail: IDOE@westerville.k12.oh.us

Please note that the intra-district enrollment procedure does not apply to the IB program, magnet program, vocational schools, or special education program. Procedures for the selection of students into those schools/programs are available upon request.