



Trotwood-Madison City Schools

Open Enrollment Information

The application period for the **2026-2027** school year will take place as follows:

- **April 1st - 30th:** Application period for Renewal of Current Open Enrolled students
 - **May 1st - 21st:** Application period for **New** Open Enrollment students
 - All current Open Enrolled students will be mailed a 2026-2027 application on March 28, 2026
 - **All applications should be submitted to the Central Office. Buildings should NOT accept applications from families.**
 - Once received from the CO; building administrators review applications and determine which students are approved or denied.
 - Building secretaries should mail approval/denial letters home accordingly. **Please update the Open Enrollment spreadsheet routinely.**
- June 15:** Formal Notification Period Ends
- Students and families will receive written notification regarding status for the 2026-27 school year. All families denied enrollment will receive a written letter notification from the district reminding them to start the enrollment process with their district of residency.

The deadline for submitting new open enrollment requests for the 2026 – 2027 school year is May 21, 2026, at 4:00 p.m.

Applications can be downloaded from the “Registration/Open Enrollment” page on the website or at Central Office entryway

*Inter-district open enrollment will remain open on a case-by-case basis. Principals will have the sole discretion to make enrollment decisions after May 15th based on criteria outlined in Board Policy 5113.

Open enrollment applications are filled on a first-come, first serve basis, according to space.

Trotwood-Madison Board of Education board policy and Ohio law, allows parents/guardians to enroll their children in a school within Trotwood-Madison City Schools district rather than their district of residence by completing an open enrollment application and being approved by the incoming district.

Capacity

Consideration for open enrollment is subject to building capacity and class or program size and limitations. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff, space or equipment.

Approved open enrollments may be subject to displacement due to excessive enrollment. In the event that the Superintendent or designee declares a program, grade level or building overcrowded, and if the District decides not to add staff, inter-district transfer students will be returned to their home districts to make space for students who officially reside in the Trotwood-Madison City School District. These students are termed “resident native” students. The order of return will be in the reverse order of enrollment – last in, first out.

Enrollment Priority

Enrollment priority shall be given to resident native students. Such students may not be refused attendance in the District, regardless of capacity. Resident native students also include those as defined by R.C. 3313.64.

Children of nonresident employees will be given the next order of priority. Children of all nonresident employees enrolled in the Trotwood Madison City School District shall be reported to the state as “open enrollment student(s)”. In general, all other applicants will be enrolled contingent upon space availability. However, special consideration will be given to students with siblings currently enrolled in the District and resident students who move during the year and wish to remain in the District.

Students approved and enrolled in a school through open enrollment may continue in the District through all grades after reapplying and providing proof of residence on or before April 30th. This indicates, in writing, their intent to remain enrolled.

Transportation

Parents/guardians of students attending the District through open enrollment are responsible for transportation to and from school during the regular school day.

Special Education

The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided to disabled resident native students. If an inter-district transfer student becomes disabled and requires special education or a reasonable accommodation after enrolling in the District, she/he may be transferred back to their home district, if the school she/he is attending is not currently providing the services for resident native disabled students or cannot make the reasonable accommodation.

High School Athletic Eligibility

High school students who transfer school districts through open enrollment must follow Ohio High School Athletic Association (OHSAA) rules for participation on athletic teams. Typically, athletic eligibility is determined by the school in which the student is attending during their 9th grade year. OHSAA rules for transfer and athletic eligibility are very specific and must be followed by law.

The Career Technology Center (CTC) Joint Vocational Program

Inter-district applicants who wish to participate in any Career Technology Center (CTC) program will be screened through CTC. Career Technology Center programs through CTC are only available for students grades 11 and 12 or students sixteen (16) years of age or older. Acceptance into such programs is based upon criteria established by CTC. Trotwood-Madison City Schools may reject Open Enrollment applications merely seeking pass-through opportunities (i.e. applications seeking only to attend CTC Joint Vocational School).

Tyrone Nadir

Executive Director of Student Support Services
937-854-3050

Open Enrollment Flowchart

April 1 -April 30:
Application Period
for Renewal of
Current Open
Enrolled Students

*All **current** Open Enrolled
students will be mailed a
2026-27 application

***All applications should
be returned to Central
Office**



May 1 - May 21:
Application Period
for NEW students

*** All applications should
be returned to Central
Office**

*Grades 1-11 applications
returned to
Billi Wells



May 1 - June 15:
Building
administrators
review applications
and determine which
students are
approved or denied.



June 15:
Notification of
Acceptance or
Denial mailed
home to families

* Denied students will
receive a written letter
notification to begin
enrollment in their
district of residency.

DOCUMENTS REQUIRED TO REGISTER

All documents must be included in order to have a **COMPLETE application.*

** Incomplete applications will not be processed.*

Current picture identification of custodial parent/guardian (This is the **ONLY** person that can register the student)

Birth certificate (***Original copy for preschool***; copies or hospital birth records will be accepted for K-11)

Court Documents (ex. Custody papers, Divorce Decrees, Marriage License, etc.)

- If applicable, Custody/Divorce Decree must be provided per ORC 3313.672(b)

Current & Updated Immunization Records

Proof of Residency- 1 Item REQUIRED

- Current lease/mortgage documentation or deed
- AES, Vectren, or water bill (no more than 30 days old)
- Homeowner/renter insurance
- Tax Bill

If none of these apply to you, then a Notarized Residency Affidavit along with **lease from the homeowner AND 2 legal documents** mailed to the Trotwood residence must be provided.

- Voter registration
- Current driver's license
- Bank statement
- Child support documents
- Unemployment compensation
- Water bill
- Cable bill
- Payroll check stub

Report card (K-8)

- Copy of most recent report card at time of application for current or ended school year. **Athletes must provide a final report card and transcript.**

Transcript- Grades 9-11 only (Can be unofficial from current district)

Attendance Records- A complete copy or record of absences

Discipline Records

- Copy of discipline record from previous school is **REQUIRED**. If discipline records are missing, the registration will be deemed **incomplete**.
- This includes, but not limited to: Functional Behavior Assessments, Behavior Intervention Plans, Behavior Contracts, etc.

IEP/504 (if applicable)

- Current Individual Education Plan or 504 Accommodation Plan

ETR (if applicable)

- Current Evaluation Team Report

FAQ

1. What is Open Enrollment?

It is the opportunity for students that do not reside in the Trotwood-Madison City School district to attend a school other than their school of residence.

2. When is the Open Enrollment period?

The open enrollment period begins Tuesday, April 1, 2025 and ends Friday, May 23, 2025

3. Is transportation provided?

No. Transportation is **not** provided for open enrolled students.

4. Do I need to withdraw my child from the current school before I can apply for open enrollment?

No. **DO NOT** withdraw your child from their current school until you receive an Acceptance Letter.

5. Who can apply?

Any student in grades K-11. Parents/guardians should be mindful of the distance to arrive at school since **TMCS does not provide transportation**. Students in grades K-11 will be accepted as seats are available.
*Siblings will be accepted on a waitlist with special consideration.

6. Where do I apply?

Trotwood Madison *Board of Education Office, located at 3594 N. Snyder Road, Trotwood, Ohio 45426.*
Applications can also be found online on the district website.

7. How many applications can be submitted?

You may only submit one (1) application per student. Records for **each** child must be submitted in order for the application to be complete & reviewed. **Incomplete applications will not be considered.**

8. If my child was open enrolled this year, do I need to re-apply?

Yes. You must complete and submit a new open enrollment application between **April 1 - April 30.**

9. If my child is in Pre-Kindergarten, can I apply under open enrollment?

No. Open enrollment is only for students in grades Kindergarten-eleven (grades K-11).

10. How will I know if my student is accepted?

You will receive a Letter of Acceptance or Denial by June 15.

11. What do I need to do if I receive an acceptance letter?

Please refer to the letter and follow the process on Final Forms. You will need to complete all forms online and submit all required documents to complete the registration process.

12. What do I do if I receive a denial letter? Can I appeal the response?

If your open enrollment application is denied, you need to enroll your child in the district of residence.

You can appeal through the district website to the Coordinator of Student Services within 10 school days of the notification of denial.

13. Is my student's athletic eligibility affected if we decide to transfer to TMCS?

Yes, it may affect athletic eligibility for grades 9-11. Please contact the Athletics Department for further information at 937-854-0878 ext. 2802.

14. If I wish to discontinue Open Enrollment of my child at a school, what do I need to do?

If you wish to discontinue your child's Open Enrollment at a school you must notify the open enrollment registrar, **in writing**, between April 1 and the end of the school year.

15. How does Open Enrollment affect special education students?

For the most part, Open Enrollment does not affect students with special education needs, as our schools are able to provide a wide range of services for students. However, in the event that a student is recommended for a district-wide program, which is only located in one building and/or a school has limited handicap accessibility, both the Principal and Coordinator of Special Education should be made aware of the intent to seek Open Enrollment. It must be understood that the potential transfer shall not result in the receiving school's obligation to provide additional staff, services, and or building modifications to accommodate the Open Enrollment student.

16. Who do I contact with specific questions about Open Enrollment?

Billi Wells
937-854-3050 ext. 1116
enrollment@trotwood.k12.oh.us

Office Staff Process and Procedures

Step 1: Applications Will Be Mailed Home

Central office will mail applications to ALL current open enrolled students in your building (April 1 - 30, 2026)

- If applications are returned to the building, send them to Central Office **immediately** via Interdepartmental Mail
- **Do not hoard or stockpile the applications...send them ASAP** so they can be reviewed and recorded; copies will be made by Billi Wells and housed at Central Office
- **May 1- May 21, 2026** New Open Enrollment student period. Parents/legal guardians may be coming to your buildings to pick up applications.
- **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.**
 - Direct families to turn the applications in to Central Office
 - If they refuse, **do not** accept application

Step 2: Applications Returned to Buildings

- Applications will be returned to the building principal to make a decision on acceptance or denial
- Once decision is made, principal will give applications to building secretary to send the appropriate letter (acceptance or denial)
- ***Signed copies of the Open Enrollment application need to be sent directly to Billi Wells at Central Office (she needs it to notify the districts of residence).***
- If accepted, also send
 - List of documents required for registration
 - Building specific information (this is per building principal's directive)
- If denied, school building office staff will send the denial letter or waitlist letter.

Step 3: Registration Process and Input Accepted Students

- New applicants **MUST** submit all required documentation for registration to be completed
 - Registrations will be done at Central Office.

Input of Students

- As registration packets are completed, for accepted students, office staff need to input the registrations **immediately.**
- **Calls/emails reminding families to complete the registration process on Final Forms.** Contact families if registration items are not forthcoming after the acceptance letter is sent. The recommended time for reminder calls should be: _____