



OPEN ENROLLMENT APPLICATION CHECKLIST – 2026-2027

Please DO NOT WITHDRAW from your district of residence.

This is an application process and not an actual enrollment into our district.

We do not accept faxed, emailed, or mailed applications.

Phone - 937-259-6603

If your student's CONTINGENT APPLICATION is approved for final review, ALL items listed below MUST be provided. If unable to do so, the application will be considered INCOMPLETE and NOT ACCEPTED. **No exceptions. We do not request any records.**

Student name _____ Grade _____

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BIRTH CERTIFICATE – NO PHOTOCOPIES are accepted.

- Must be **ORIGINAL Birth Certificate from the Office of Vital Statistics**
- If Birth Certificate is in any language other than English, a certified, translated version must accompany the original.

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CUSTODY PAPERS/DIVORCE DECREE PAPERS – if applicable

- Custody or Decree must be provided per ORC 3313.672(b)

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IMMUNIZATION RECORDS

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PROOF RESIDENCY – 2 PROOFS REQUIRED

- First proof **must** be current lease/mortgage documentation or deed. If you are residing with someone else, you must obtain an **Adult Residency Form** from the Mad River Student Services Department.
- Second proof must be ONE of the following: current utility bill, homeowner/renter insurance, vehicle registration, payroll check, child support, social security/assistance payment, voter registration

NOTE: If you are not the property owner and there is not a current lease or mortgage, you will need to obtain, from the Mad River Student Service Dept., the **"PROPERTY OWNER NOTARIZED STATEMENT"** form.

This form **MUST** be completed and will include the following information:

- Property owner's name
- Statement from owner that they are the actual owner of the property
- Name(s) of resident(s) of the property address
- Address of property
- Current date

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REPORT CARD – Students **entering Grades KDG* through 9th** - Copy of most recent school report card presented for current or ended school year and **must** include complete school year attendance. NOTE - If student attended multiple schools during school year, records must show school complete school year attendance.

**Kindergarten report card required if retained for 2026-27 school year.*

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TRANSCRIPT – Students **entering Grades 10-12** (Can be unofficial from current district and **must** include complete attendance and credits for all high school years.)

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DISCIPLINE - Copy of discipline record from previous school is **REQUIRED** if discipline days are noted on application.

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IEP*/SP* - (Current Individual Education Plan*)

OR Services Plan*

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ETR*- (Current Evaluation Team Report)

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**504 Plan*/
Evaluation***

(*If applicable, must be current, signed copies. Drafts copies will not be accepted.)