SHEFFIELD-SHEFFIELD LAKE CSD
OPEN ENROLLMENT PROCEDURE

1. Open enrollment period begins on **April 1 and ends on May 31** each year.
2. Official applications will be available on our website beginning **April 1, 2026 at 8:00 am.**
3. This form ***MUST*** be signed and submitted by all parent(s)/guardians as part of the open enrollment process.
4. All applications must be filled out completely. Incomplete applications ***WILL NOT*** be processed.
5. Submit completed applications and other required documents to openenrollment@sheffieldschools.org.
6. Once the Open Enrollment period has closed, applications will be processed, and notifications **will be sent by regular mail to the address listed on the application**. If you have not received your notification by June 25th, please contact the office at 440-949-4202.
7. If your student has a current IEP, it **must be presented at the time of application**. Failure to provide accurate information and disclosure of your child being on an IEP will result in denial of Open Enrollment status.
8. Transportation is not provided for students residing outside of the Sheffield-Sheffield Lake City School District.

I have read and certify that all information provided on my application is accurate and truthful. Further, I understand that providing misinformation will result in revocation of open enrollment status.

***Signature**: _____

Thank you for choosing the Sheffield-Sheffield Lake CSD!

***Required**