



## OPEN ENROLLMENT APPLICATION CHECKLIST – 2025-2026

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 records.**

*Please Print.*

**STUDENT NAME:** \_\_\_\_\_ **GRADE 2025-2026** \_\_\_\_\_

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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.**

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**TRANSCRIPT –** Students **entering Grades 10-12** (*Can be unofficial from current district and must include complete attendance for 2024-25 school year.*)

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**DISCIPLINE -** Copy of discipline record from previous school **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\***

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