

Instructions to Complete Open Enrollment Application

1. Download the Open Enrollment Application. Separate applications are required for individual students.
2. Provide 2 proofs of residency. Acceptable documents are:
 - a. Current driver's license or state issued ID with current address;
 - b. Signed rental agreement;
 - c. Property tax statement;
 - d. Utility bill (within 30 days). Only one utility bill will be accepted;
 - e. Mortgage coupon/closing settlement statement of purchase.

OR

Special Circumstances

Applicant resides with another person. The person with whom you are living must COMPLETE THE RESIDENCE VERIFICATION AFFIDAVIT II form and HAVE IT NOTARIZED. They must provide proof of residency to school officials through two (2) acceptable forms of documentation. Acceptable forms of documentation are listed above.

3. Copy of custody orders, if parents are divorced or legally separated.
4. Deadline for submitting Open Enrollment Applications for the 2018-2019 school year is September 15, 2018.

Please contact Stephanie Bivens (740-474-4340) with any questions you may have.