

Tiffin City Schools Open-Enrollment Application
2018-2019 School Year

1. One application is to be completed for each child to be enrolled.
2. Applications for inter-district open enrollment are approved for one school year only.
3. Deadline for applications is May 15 of each calendar year.
4. All applications must be returned to the Board of Education Office at 244 S. Monroe St., Tiffin, OH 44883
5. All applicants must verify proof of residency. **See back of application for more details.

PRINT CLEARLY

Student Information

PRINT CLEARLY

Legal Last Name _____ Legal First Name _____ Middle Name _____

_____ Male _____ Female Birth City and State _____ Language spoken at home: _____

Address _____ City _____ State _____ Zip _____

County _____ Phone _____ Grade Level in 2018-19 _____

Current School Attended and Grade Level _____ Date of Birth _____

List full name and 18-19 grade level of other family members in school: _____

Please indicate if the student is presently receiving any of the following special services:

_____ IEP (Individualized Education Plan) _____ 504 Plan

Number of Suspension/Expulsion Days in Preceding Semester: _____

Is the student enrolled in a vocational school? _____ Yes _____ No School Name: _____

The student is new to the Tiffin City School District? _____ Yes _____ No

The student was open enrolled last year at Tiffin City Schools? _____ Yes _____ No

The student was a resident of the Tiffin City Schools last school year? _____ Yes _____ No

If you have moved to a new address, effective date of the move: _____

Parent Information from Birth Certificate or Adoption Papers

Mother's Name _____ Home Phone _____ Work Phone _____

Address (if different from student) _____

Father's Name _____ Home Phone _____ Work Phone _____

Address (if different from student) _____

Custody Checklist if the child lives with: (Please check one of the following and attach copies of required paperwork.)

_____ Both natural parents (no custody papers required)

_____ Adoptive parents (adoption papers required)

_____ One natural parent and one step-parent (custody papers required)

_____ One natural parent (previously divorced or separated – custody papers required)

_____ One natural parent (never married – birth certificate of student; if mother only, nothing required; if father only must show legal rights)

_____ Neither natural parent (aunt/uncle/other relative friend – custody papers or court placed documentation)

_____ Living with grandparent (power of attorney, caretaker affidavit required or court placed documentation)

(over)

School District where Custodial Parent resides _____

Open Enrollment is being requested because _____

Residency Verification

All applicants for open enrollment must verify their residence in the district where they reside. Failure to provide proof will result in a denial of this application. Residency can be verified by attaching a copy of a utility bill, rental agreement, purchase agreement, or tax record that show the parent name and address.

Signature of Custodial Parent _____ Date _____

You will be notified by email of your acceptance or denial. Please print clearly.

Email address: _____

My signature indicates that I have read the guidelines for open enrollment with Tiffin City Schools and agree to abide by the procedures and policies that have been established.

If you have any questions concerning this process, please call Pat Smith at 419-447-2515.

For Office Use Only

Received by _____ Date _____ Time _____

Principal's Signature _____ Date _____

Director's Signature _____ Date _____

_____ Approved _____ Denied Reason for Denial _____



Website: www.tiffin.k12.oh.us