



Instructions to Complete Open Enrollment Application

1. If you are enrolling a new student for the first time, please enroll your child or children in our student registration system OneView Parent Portal at the link here: <https://circleville.esvportal.com/>

Please note that separate applications are required for each student.

2. Provide 2 proofs of residency. Acceptable documents are as follows:

- 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

In instances of 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.

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

**CIRCLEVILLE CITY SCHOOLS
INTERDISTRICT OPEN ENROLLMENT APPLICATION**

Application Date _____ Requested for School Year _____

Open Enrollment Student Last Year? Yes ___ No ___ Grade Level for year requested _____

Student's Name: _____ Student's Date of Birth: _____

Parent(s)/Legal Guardian(s): _____

Status of biological parents: ___ Married ___ Divorced ___ Separated ___ Widowed ___ Never Married

Address: _____

2 PROOFS OF RESIDENCY REQUIRED

Telephone (Home): _____ Cell: _____ Work: _____

In what school district do you reside? _____ School District

What school does your child attend: _____

List special education services needed* _____

If grade level request is 9-12, list the high school courses requested (open enrollment transfer acceptance does **NOT** guarantee that every course requested will be available): _____

Has the student been suspended or expelled from school for ten or more consecutive school days the previous school year? Yes ___ No ___

- **Misinformation on this application will void consideration.**
- **A separate application must be submitted for each student.**

I have read, reviewed, and accept the Circleville City School District Interdistrict Open Enrollment policies and guidelines.

Parent/Guardian Signature _____
Date

*No student shall be denied admission to the Circleville City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination.

For Office Use Only

Received by _____ Date _____ Time _____

Circle One: Approved Denied

Reason(s) for denial: _____

Signature of School Official: _____ Date: _____