

Clay County District Schools

Application for Controlled Open Enrollment

This form is to be used by parents or legal guardians wishing to enroll their students in a Clay County school with available capacity. Only schools that have available capacity for the next school year will be open and able to accept any new students. The Clay County School District will be using a random lottery process to assign available seats. While priority will be given to current Clay County residents and students who meet certain eligibility factors below, students from any county in the State of Florida are eligible to apply.

Please complete this form in its entirety and submit any supporting documentation. All applications must be received by May 8, 2017.

Parent / Legal Guardian Information

First Name _____ Middle Initial _____ Last Name _____

Legal Address _____

City _____ County _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Date of Birth _____

Please check one of the following:

- ☐ I have full legal custody to make decisions regarding the student listed below.
☐ I DO NOT have full legal custody to make decisions regarding the student listed below.

Student Information

☐ I have multiple students applying for open enrollment.

First Name _____ Middle Name _____ Last Name _____

Legal Address _____

City _____ County _____ State _____ Zip _____

School Student is Currently Attending: _____ in _____ County

Grade Student is currently enrolled in _____ Date of Birth _____

Student Eligibility Information

Please check all of the following that apply to the student listed above:

- ☐ The student currently resides in the Clay County School District. *Please submit a copy of your utility bill or other supporting documentation indicating your Clay County residence.*
 - ☐ The student is a dependent child of active duty military personnel whose move resulted from military orders. *Please submit a copy of military orders.*
 - ☐ The student has been relocated due to a foster care placement in a different school zone. *Please submit proof of foster care placement.*
 - ☐ The student has moved due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent. *Please submit a copy of the court order or other supporting documentation.*
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Please select which schools you are applying to for controlled open enrollment:

Elementary Schools

- ☐ Coppergate Elementary
- ☐ RideOut Elementary
- ☐ S Bryan Jennings Elementary
- ☐ Shadowlawn Elementary
- ☐ Swimming Pen Creek Elementary
- ☐ WE Cherry Elementary

Junior High Schools

- ☐ Lakeside Junior
- ☐ Orange Park Junior

High Schools

- ☐ Clay High
- ☐ Orange Park High
- ☐ Ridgeview High

I attest under penalty of perjury that the information I have provided on this form, along with any supporting documentation, is true and accurate. I am aware that, should any of this information be found to be false my student will be immediately removed from consideration in any lottery process and from any seat they are awarded in a Clay County school pursuant to controlled open enrollment.

Signature of Parent / Legal Guardian: _____ Date: _____

**Please mail completed application to: Clay County School Board, Attn: Open Enrollment,
900 Walnut Street, Green Cove Springs, Florida, 32043**