

Custody/Residential Information Disclosure

Ohio law (3313.64 & 712.3321.01, .02 & .18) requires that public school officials verify custody and residency status of all students enrolling in school. Therefore, it is necessary that you provide the information requested below. The information on this form is confidential and will only be used by the appropriate personnel.

Student Name _____ Address _____ Grade _____

Parent/Guardian Address _____

Parent Phone _____ Cell Phone _____ Work Phone: _____

Custody Status

_____ **Student lives with both natural/adoptive parents. Parents are *not* divorced or separated.**

Documents: Birth certificate

_____ **Student lives with divorced or widowed natural/adoptive parent**

Documents: Birth certificate and most recent court custody document

_____ **Student lives with natural parent never married to other natural parent**

Documents: Mother – birth certificate, Father – court custody document

_____ **Student lives with court appointed guardian**

Documents: Court custody document and address of parents at the time of the court hearing

_____ **Student lives with foster parent**

Documents: Agency placement letter, court custody document – including district tuition responsibility.

_____ **Other, please explain** _____

Documents: To be decided by enrollment officer

_____ **Current documents on file** (Should be checked if student is currently enrolled and custody status has not changed)

Residency Status

The parent/guardian for all enrollees must provide proof that they are permanent residents of the Shawnee Local School District. Please check the item below that describes your residential status:

_____ I am a full time resident of Shawnee Local School District

_____ I am a full time resident of the _____ School District and have applied for open enrollment into the Shawnee School District.

_____ I am living with other people in the district and will complete the residency affidavit process.

Parent or Guardian *MUST* provide a photo ID AND one document from category A and one from category B:

A. _____ Current purchase agreement, deed, mortgage statement, escrow papers, proof of homeowners insurance, or current real estate tax record
_____ Current lease with the parent/guardian's name and the name and phone number of the landlord

B. _____ Verification of address from Department of Human Services, Social Security, or most recent pay stub
_____ Current Gas or Electric bill or faxed confirmation of new utility service in the parent/guardian's name.

C. _____ Current residency information on file (to be used ONLY if residency has not changed).

My signature acknowledges that as the Parent/Guardian, I understand that I am obligated to notify Shawnee Schools *immediately* if there is a change in any of the above information. I also understand that if any investigation reveals that I do not reside full-time at the above address, my child(ren) shall be immediately withdrawn from the school district and I will be charged a tuition penalty.

Parent/Guardian

Date