

FRIENDS AND FAMILY RESIDENCE VERIFICATION PACKET

The information and documentation requested in this packet must be provided prior to student enrollment by the parent or guardian who will reside with friends or family.

Name of Parent/Guardian moving into District

Name of Student

Grade

Name of Student

Grade

Name of Student

Grade

Name of Student

Grade

CHECKLIST

The following items must be provided prior to student enrollment:

Notarized "Residence Affidavit" – completed by person with whom family resides (attached).

"Residence Verification Form" - completed by student's parent/guardian (attached).

Owner of property – *provide proof of ownership - Provide **one** of the following:*

real estate tax bill

the cover sheet of the homeowner's insurance policy

a loan closing document

a copy of the mortgage coupon payment book

AND

1 current utility bill – *Provide **one** of the following:*

gas

electricity

home phone

other

Parent/Guardian – *provide two with your name and new address: Check **two** of the following:*

verification of address change from the US Post Office or your employer

current utility bills

other bills

bank statement

pay check

driver's license

Residency with friends and/or family may be periodically checked. Documents may be required annually from the parent or guardian and verified by the school district.

RESIDENCE AFFIDAVIT

This form must be completed by the owner or leasing tenant of the Teays Valley residence.

I, _____, certify that I am the owner/leasing tenant of the home or apartment located at
street address _____ City _____ Zip _____

I, _____, further certify that the persons listed below actually reside at this property with me and, to the best of my knowledge, are not maintaining a separate residence elsewhere. "Residence" in Ohio Revised Code, 3313.64, is described as "a place where important family activity takes place during significant parts of each day; a place where the family eats, sleeps, works, relaxes, plays." I realize that should the residency information I have provided proves to be false, I may be liable for any and all penalties for which the law provides under the criminal code. I understand that these penalties may include an obligation to pay tuition charges for the illegal attendance in school of children whose parent(s) do not reside with me as I have stated in this document. I consider this my notification that the daily rate of tuition for the **2017-2018 school year is \$25.86 per student/per day** of school attendance. By signing this affidavit, I am stating that I understand my legal responsibilities under this agreement. *Tuition rates change annually in August and are set by the Ohio Department of Education.

I am aware that the Teays Valley Local School District may use legal means to verify my residency in the district. I am also aware that this document is valid for the **2017-2018 school year only**. New documentation must be submitted annually to the Board of Education office prior to the start of the new school year.

If I am leasing my place of residence, I understand there are leasing laws that govern the number of occupants legally permitted to live under one roof. In order to maintain the integrity of these laws, for my own protection, and for the sake of honoring the legal agreement between the leaser and me, I will inform my rental office that I intend to allow another family to move in with me. I understand that each and every person moving into my home must be added to the lease as occupants of the property. **Prior to attendance in school, I understand I must present an original lease to Teays Valley Schools that shows the rental office has added the names of all new occupants authorized to live in my residence. I understand that Teays Valley Schools may find it necessary to verify the validity of my revised lease and I hereby give them permission to do so.**

Below I have listed the names of all members of the *other* family that is now residing with me:

Parent/Guardian of the Student	Name of Student	Grade
Parent/Guardian of the Student	Name of Student	Grade
Parent/Guardian of the Student	Name of Student	Grade
Parent/Guardian of the Student	Name of Student	Grade
Parent/Guardian of the Student	Name of Student	Grade

Signature of Owner/Leasing Tenant

Please Print Name

Before me, a notary public, came _____, who, being first duly cautioned and sworn, did sign the foregoing document as his/her free and voluntary act and deed this _____ day of _____

Affix seal here

RESIDENCE VERIFICATION FORM

I, _____, hereby certify that I have established residency on a seven-days-a-week basis in the Teays Valley Local School District and am not maintaining a separate residence elsewhere. I am aware that Teays Valley Schools may use any legal means necessary to verify I am living at the address listed below.

I further certify that this residence is located at:

Address _____ City _____ Zip _____

Principal Owner/Resident (if different from parent) _____

Parent Relationship to Principal Owner/Resident _____

Required verification of above residence:

DO NOT TURN IN YOUR PACKET WITHOUT THE FOLLOWING:

Resident will provide: Proof of Residence – provide **one** of the following:

- mortgage coupon copy of recent tax bill Insurance Policy
- closing document Rental Agreement Purchase Contract

AND

One Utility Bill – provide one of the following:

- gas electricity home phone etc.

Family living with owner will provide: two with your name and new address - check **two** of the following:

- verification of address change from the US Post Office of your employer
- current utility bills other bills bank statement
- paychecks driver's license.

I realize that should any of the above statements be false, I am liable under the criminal code for any penalties that the law provides. Should any of this information be false or if I move out of the district, I agree to pay the tuition cost set for the **2017-2018** school year. The current tuition cost for the **2016-2017** school year is **\$25.86 per day/per student**. I agree to pay this new rate for the student(s) listed below to cover the period during which they illegally attended Teays Valley Local Schools. I understand that immediate withdrawal will also occur. **Tuition rates change annually in August and are set by the Ohio Department of Education.**

Permission to enroll on the basis of the information provided shall not necessarily extend beyond the current school year. Documents may be required to be updated by the parent(s) and verified by the school district on an annual basis for continued school attendance. **The Board of Education reserves the right to require additional documentation to establish residence to the satisfaction of the superintendent or designee as needed.**

Signature of Person Enrolling Child _____ Cell Phone _____

Relationship to Child _____ Home Phone _____

Student Name _____ Grade _____ School of Attendance _____

Student Name _____ Grade _____ School of Attendance _____

Student Name _____ Grade _____ School of Attendance _____

School Official Signature _____ Date _____

