

RESIDENCE VERIFICATION AND REVIEW

Custody and Birth Records Verification

Upon enrolling in the School, a student shall present or have presented on his/her behalf by his/her parent(s), to the person in charge of admission:

1. A certified copy of an order or decree, or modification of such an order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of that child if such an order or decree has been issued;
2. A copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705, or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, and copies of those records pertaining to him/her maintained by the school that he/she most recently attended.

Residence and Address Records Verification and Review

Upon enrolling in the School, the Governing Authority shall verify the school district in which the student is entitled to attend to the Department of Education. The school district the student is entitled to attend is the district within the location the parent or student has established as the primary residence and where substantial family activity takes place.

A student's residency shall be verified by producing of at least one (1) of the following:

- (1) A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
- (2) A utility bill or receipt of utility installation issued within ninety days of enrollment;
- (3) A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
- (4) The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;
- (5) A voter registration card;

- (6) Documented affirmation of address of student's parent(s) from district of residence where parent(s) currently resides;
- (7) Notarized affirmation from parent(s) of current residence address;
- (8) USPS return receipt from certified letter sent to parent(s) by district of residence;
- (9) Written confirmation from the Department of Job and Family Services of current address of the parent(s);
- (10) Written confirmation from a local law enforcement agency of the current address of the parent(s); or
- (11) Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence.

The Governing Authority shall review the residency records of students enrolled in the School monthly.

The Governing Authority shall verify the school district in which each student is entitled to attend school annually to the Ohio Department of Education.

The Parent/Guardian of each student enrolled in the School shall notify the School when there is a change in the location of the parent's/guardians or student's primary residence.

Academic Records

During the admissions process, the principal or designee shall provide the student's parent with a copy of the most recent report card issued for the School. Within twenty-four (24) hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended. Pursuant to O.R.C. §3301.60, if the student is a child of a military family who has transferred from another state (the "sending state") and official education records are not available, the School shall enroll and appropriately place the student based on information in the unofficial education records provided by the student's prior school, pending validation by the student's official records, as quickly as possible.

If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child as this term is defined in O.R.C. §2901.30.

If, at the time of a student's initial entry into the School, the student is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the student or his/her parent shall notify the building principal of this fact, and the principal or designee shall so inform the school from which the student's records are requested.

LEGAL REFS: O.R.C. §§3301.60, 3313.60, 3313.6411, 3313.672, 3314.03, §3314.11, 3321.01

Adopted: October 15, 2018