



Ottawa Hills Local School District provides elementary and secondary education (K-12) for children meeting residency requirements. In order to be eligible for public education, a student must be in legally recognized custody of a resident or government agency within the district.

In order to accommodate our registration process, we must comply with the legal requirements of the following:

- Federal/State Law – “Missing Children’s Act”
- State Law ORC 3313.64 – Legal Residency
- State Law ORC 3313.64 – Legal Custody
- Ottawa Hills Local School Board Policy 5111 – Eligibility of Resident/Nonresident Students

### **Procedure and Required Documentation for Residency Verification and Student Enrollment**

To enroll your students in Ottawa Hills Schools, or if you move within the district, you must prove your residency. The **Residency Confirmation** form must be completed in the Superintendent’s office.

The superintendent’s office is located at 3600 Indian Road. Any questions about the residency and custody verification process can be directed to the superintendent’s office by calling 419-536-6371.

After residency and custody requirements have been met, you will receive a signed copy of the Residency Confirmation and take it to the appropriate school building(s). From those offices, you will receive the information packet(s) containing the remainder of paperwork needed to complete the registration process for your student(s).

#### **IMPORTANT:**

*A student may be enrolled **ONLY** by custodial parent/legal guardian, who must present all the required documentation listed below.*

*Original documents must be presented. Photocopies will not be accepted.*

*The school official registering the student will make and retain a copy of each document for the student’s confidential file.*

Ottawa Hills Local School District does not have an open enrollment policy therefore you must be a resident of the district in order to attend. As allowed by state law, the following proofs of residency are necessary and include:

1. Photo identification of parent/legal guardian (driver's license, state ID, passport with visa status [-if appropriate], military ID). If parents or students have a visa, that information should be provided at the time of enrollment.
2. One of the following:
  - a current, signed and dated lease or rental agreement (including names and contact phone numbers for both landlord and tenant). If your current lease is month-to-month, we require a statement from your landlord, rental office, or rental company confirming your tenancy, including a contact name and phone number. (if sub-leasing, see \*\* below);
  - a purchase agreement (signed and dated by both parties) or settlement/closing statement for purchase of home
  - mortgage statement or deed

*\*\* Parent/legal guardian's name must appear on the lease OR landlord must provide signed and dated documentation that he/she knows that his/her property is being sub-leased. Contact phone number and address for landlord must be included in this documentation. If this documentation is not available, a **Residency Affidavit** will be required. (More information and this form are available in the superintendent's office.)*

We **do not** accept screen-prints from the Lucas County Auditor's Real Estate Information System (AREIS).

3. One of the following:
  - unpaid, current electric or gas bill showing your name and address
  - credit card statement showing your name and address
  - bank statement showing your name and address
  - governmental acknowledgment of your name and address (i.e., mail forwarding order from U.S. post office, Social Security, voter registration, W-2, etc.)

**AND**

4. Custody and Parenting Agreement paperwork (if applicable). This must be part of a judge-signed divorce or dissolution document. **NOTE:** Ohio law requires the entire custody document be on file with the school.

**If you are building a home** and it will not be completed by the first day of school, you must submit the following documents if you wish to enroll your child in Ottawa Hills Local Schools.

1. A sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion;

**AND**

2. A statement from the builder that the house is being built for the parent and its location, or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

The student shall be enrolled without payment of tuition for a period not to exceed ninety (90) calendar days prior to completion the house.

**NOTE: If you move within the Village, you need to report to the Superintendent's office to confirm residency. If you have updated your lease agreement, please make sure the superintendent's office receives a current, signed and dated copy of your lease as these should be updated annually.**

### **Procedure and Required Documents for Custody Verification**

If legal custody has not been established, the petitioner must present a filed court motion for change of custody of the child. The petitioner has sixty (60) calendar days from the time of enrollment to produce a Journal Entry of Judgment establishing custody proceedings.

If/When legal custody has been established, the parent/guardian must present the entire court document, stamped and signed by a judge/magistrate.

If there has been a change in custody, or if affidavit documentation is more than 12 months old, new paperwork will be required. This includes a grandparent/caretaker affidavit and childcare power of attorney (see \*\* below).

If the mother has remarried, she must provide documentation showing her name change (e.g., driver's license).

If one of the parents is deceased, a death certificate or other official document is required.

If the natural parents of the child never married and custody of the child has never been established by a court, the parent must complete, and have notarized, an **Unmarried Parent Affidavit** (available from the superintendent's office).

**\*\* If a grandparent is the full-time caregiver of their grandchild, but does not have legal custody, a childcare power of attorney or caretaker authorization affidavit will be necessary. The power of attorney or caretaker authorization form must be notarized and filed with the court. Either of these forms will be valid for one year unless terminated by the court, the child no longer lives with the grandparent, or the death of either party. (For assistance regarding these documents, please contact the Lucas County Juvenile Clerk's Office, 1801 Spielbusch Avenue, Toledo – 419-213-6682.)**