

## OPEN ENROLLMENT INSTRUCTIONS

If this a "**New**" application (rather than a "Renewal"), or if your address is different from the last time you applied, **you must include your proof of residency with the open enrollment application in order for the open enrollment application to be considered.**

\*\*Acceptable proof of residency items are as follows: (updated 4-16-16)

### **If Parent/Guardian Own Or Rent Their Residence:**

Parent/guardian must present 1 item from Category A and 1 item from Category B.

#### Category A:

1. Copy of mortgage/deed or auditor information from website
2. Lease/rental agreement

Category B: - All items must have parent/guardian name and be less than 30 days old.

1. Copy of current utility bill - Example: electric, gas, water, sewer, cable
2. Business mail - Example: Pay stub, monthly bank statement, official document from a government agency.
3. Other items as approved by the Principal or Superintendent.

### **If Parent/Guardian Is Living with Someone And Has No Lease/Rental Agreement in Their Name:**

Parent /Guardian must provide the following:

1. An Elida Local Schools Residency Affidavit signed and notarized from the property owner as well as the parent/guardian of the student. *This form can be found on the Elida Schools website.*
2. A copy of the mortgage/deed; lease/rental agreement or auditor information in the name of the owner/renter they are living with.
3. A copy of business mail showing the address in the name of the parent/guardian - Example: Pay stub, monthly bank statement, official document from a government agency. Items must be dated within the past 30 days.

Unacceptable proof of address includes: tax forms, junk mail, driver's license and items greater than 30 days old.

Parents/guardians must keep the school informed of any address changes that occur and submit the required documentation to ensure that the student(s) are eligible for continued enrollment. Neglecting to update address changes could result in the immediate withdrawal of student(s).