



The Welcome Center at Clark Hall

ITEMS REQUIRED FOR SCHOOL ENROLLMENT
Parent/Guardian Checklist: EXPANDED

PARENT/GUARDIAN PHOTO ID

A photo ID is required of the parent/guardian when enrolling a student or making changes to custody or residency.

BIRTH CERTIFICATE (R.C. 3313.96)

A copy of the child(ren)'s birth certificate must be provided at the time of enrollment.

In lieu of a birth certificate you may provide: (1) A passport; (2) An attested transcript of the certificate of birth; (3) An attested transcript of the certificate of baptism or other religious record showing the date and place of birth; (4) An attested transcript of a hospital record showing the date and place of birth of the child; (5) a birth affidavit [O.R.C. 3313.672].

RESIDENCY VERIFICATION (R.C. 3313.64)

Applicable to:

- Families currently residing in Gahanna
- Families living with friends or family members who reside in Gahanna
- Families moving into Gahanna within 90 days

Families Who Have Established Permanent Residence in Gahanna-Jefferson Public Schools Attendance Boundaries:

If you own a house or lease an apartment/house, you will need to provide proof of residency in Gahanna.

Documents that are accepted to prove residency include:

- real estate tax duplicate
- mortgage statement along with a current gas or electric bill
- current lease along with a current gas or electric bill

These documents must include the parent/guardian's name and address in the school district. An apartment or house lease must list the parent/guardian and student(s) as occupants.

Families Living with Friends or Relatives in Gahanna-Jefferson Public Schools Attendance Boundaries:

If you are residing with a friend or family member within the GJPS attendance boundaries, a [Residency Affidavit Form](#) is required. The following documentation must also accompany the Residency Affidavit Form:

- ☐ Two (2) pieces of mail or documentation, dated within the last 30 days, which include the parent/guardian's name and address. Acceptable documents include but are not limited to:
 - Recent letter of employment from employer
 - **Current** (dated within the past 30 days) Public Utility Bill, showing service address at Gahanna-Jefferson School District residence (i.e., Gas, Water, Electric, Landline Phone, Cable, or Internet);
 - **Current** (dated within the past 30 days) Government Mailing showing Gahanna-Jefferson School District address (i.e., child support, government assistance such as Social Security or ODJFS, IRS W-2 forms,)
 - Written statement from employer that indicates the address used for employment purposes and for submission of IRS W-2 forms
 - Car insurance or car registration with BMV
 - Federal student loan documentation
 - Welcome/Change of Address packet from the post office.

- ☐ If you are living with someone who **owns** their property: proof of ownership (mortgage statement, printout from County Auditor's website, tax statement, deed) and a current electric, gas, or monthly water bill as proof of residency of the homeowner is required.

- ☐ If you are living with someone who **rents** their property: a copy of the original signed lease which lists the parent/guardian and students as occupants.
- ☐ A postmarked envelope from mail that has been sent to you at the Gahanna address. ***This can be the same envelope in which your public utility bills or government mail were received. This may also include a postmarked envelope from the school district.*

The completed and notarized form, along with all required documentation must be return to the Welcome Center at Clark Hall: 380 Granville Street, Suite A, Gahanna OH 43230 | 614-643-8300 | gjpswelcomecenter@gjps.org

Families *Moving into* Gahanna-Jefferson Public Schools Attendance Boundaries:

If you are a non-residential family who is building or purchasing a house in the district and is waiting to take possession, you must complete the [Application for Temporary Residence Waiver](#). The application must be notarized. A copy of the purchase agreement showing the future owner's name, address, and expected occupancy date must be attached to the application. The buyer/purchaser will have 90 calendar days from the date of the enrollment to establish residency in the school district. Tuition will begin on the 91st day.

CUSTODY DOCUMENTATION (R.C. 3313.64, 3109.52, and 3109.65)

Custody affects where a child may attend school, and there are several different types of custody. Custody cannot be transferred via a notarized affidavit with two exceptions: the *Grandparent Caretaker Authorization Affidavit*, and *Military Power of Attorney*. Otherwise, per the Attorney General of Ohio, a court order is required.

Child(ren) Residing with the Residential Parent

The district of residence for purposes of school attendance = the residence of the *sole residential parent*.

Parents currently married:

When the biological parents are still married and there is no court order to the contrary, each parent has equal rights regarding the child.

Parents legally separated, divorced, or their marriage has been dissolved:

As a result of a legal separation, divorce, or dissolution, the domestic relations court should issue a decree or order designating one parent to be the residential parent and/or legal custodian. The court may also approve a shared parenting plan that outlines custody. A shared parenting decree should designate one parent as the residential parent. Divorced parents with children will have a court order allocating rights and responsibilities, which must be submitted to the Welcome Center.

Child(ren) with Parents who Were Never Married

In the State of Ohio, if parents were never married, the mother is automatically the sole residential (custodial) parent unless the father goes to court and obtains an order of custody R.C. 3109.04.3. The biological father has no legal rights to the child until paternity is established. Simply listing the father's name on the birth certificate conveys no legal rights to the child. If the biological father goes to court to establish paternity, he must produce a certified copy of the juvenile court order designating him to be the legal custodian prior to the school district making any changes regarding custody. R.C. 3313.672.

A father who is listed on the child's birth certificate can enroll using a custody affidavit that will be completed by the father at the time of enrollment. A motion for custody or proof of custody must be provided within 60 days after the date of enrollment. This motion MUST be court filed and stamped with a future hearing date.

Please contact the Franklin County Clerk of Courts office at (614) 525-4460 for further details and to begin this process.

Child(ren) Residing with a Grandparent

If the child resides with an adult caretaker (other than his natural or adoptive parent) who lives in the school district and has been given custody or guardianship of the child by a court order or decree, a copy of the court order or decree must be filed with the Welcome Center. The guardian must also provide documentation establishing proof of residency in Gahanna. Once you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

Child(ren) Residing with an Adult (other than the biological parent) *Granted* Guardianship

If the child resides with a grandparent who has filed with the Juvenile Court a Power of Attorney or a Caretaker Authorization Affidavit, the grandparent will need to complete the Grandparent Caretaker Enrollment form. The grandparent must provide documentation establishing proof of residency in Gahanna and a copy of the court-approved Power of Attorney or Caretaker Authorization Affidavit.

Child(ren) Residing with an Adult (other than the biological parent) Seeking Guardianship

If the child resides with an adult caretaker who lives in the school district and is seeking custody/guardianship of the child, the adult caretaker will need to complete the Enrolling a Student While Seeking Guardianship form. The completed, notarized form must be returned to the Welcome Center along with the court record of the application seeking guardianship of the minor student. In addition, the adult caretaker must provide a certified copy of the court order or decree approving custody/guardianship within 60 calendar days from the date of enrollment in order for the child to remain in school. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

Students who are 18 but Less Than 22 Years of Age (R.C. 3313.64)

All persons at least 18 but less than 22 years of age who live apart from their parents, support themselves by their own labor, and have not been granted a high school diploma are entitled to attend school free in the school district in which they reside, whether or not their parents reside in the district. The student must provide documentation establishing proof of residency in Gahanna. The student will need to complete the Enrollment of Students at Eighteen but Less Than Twenty-Two Years of Age form. This form must be notarized. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

IMMUNIZATION RECORD (R.C. 3313.67 AND 3313.671)

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, mumps, meningococcal and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health.

Unless otherwise exempt, no pupil, at the time of initial entry or at the beginning of each school year, to an elementary, middle or high school for which the state board of education prescribes minimum standards, shall be permitted to remain in school for more than fourteen (14) day unless the pupil presents written evidence satisfactorily to the person in charge of admission, that the pupil has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against mumps, poliomyelitis, diphtheria, pertussis, tetanus, Hepatitis B, varicella, rubeola and rubella or is in the process of being immunized.

The following documents will be accepted as evidence of a student's immunization history provided they comply with State requirements and contain the date when each immunization was administered.

Tuberculosis Testing is required for any child who has lived in or visited any country outside of the United States for more than 90 consecutive days. must be presented at the time of enrollment. TB Test results must be presented to the Welcome Center at the time of enrollment.