

2024-2025 RESIDENCY VERIFICATION FORM

Clark-Shawnee Local School District ~ 3680 Selma Pike, Springfield, OH 45502

This form **must** be completed and notarized when a parent cannot verify that he/she owns or rents a residence in the Clark-Shawnee Local School District. Parent/Legal Guardian and the Owner/Renter of the residence with whom you reside must have this form **notarized**.

A proof of residency, in the name of the owner/renter, must be included with this form. The proof of residency must be either a **GAS, WATER, or ELECTRIC bill**, or **MORTGAGE STATEMENT**, dated within 30 days, or a **CURRENT LEASE AGREEMENT**.

Please note that the person with whom you are living needs to provide one of the documents listed above in combination with this Notarized Residency Verification form for your proof of residency to be valid. Residency Verification Forms and Proof of Residency documents **must be submitted to the Clark-Shawnee Board Office (address above) ANNUALLY.**

Student's Name(s) _____

Parent's Name _____ Phone Number _____

Although I do not own or rent a residence in the Clark-Shawnee Local School District, this is to certify that I am the custodial parent of my child named above, and our current permanent residence is:

Current Street Address/City/Zip _____

Previous Address/City/Zip _____

Where we are living as a guest of:

Name _____ Phone Number _____

Who: _____ Owns this residence _____ Rents this residence

I promise to notify the school immediately if my residence changes. If my personal residence changes, I understand that my child may no longer be eligible to attend school in the Clark-Shawnee Local School District.

Parent Signature _____ Date _____

I certify that the above information is correct, and the above-named parent and student currently rent and/or reside in my home.

Signature of Owner/Renter _____ Date _____

SWORN TO BEFORE ME and subscribed in my presence this _____ day of _____ year _____

Notary Public

Date Commission Expires

NOTICE, READ CAREFULLY: Knowingly falsifying this document is a violation of the Ohio Revised Code: Section 2921.13(A)(6) which is a First-Degree Misdemeanor, punishable by a prison term of six (6) months and/or up to \$1,000.00. Further, the affiant will be billed (and prosecuted in court, if necessary) to collect all back tuition which may be due. Inaccurate and/or false information will result in immediate withdrawal of your child(ren) from the Clark-Shawnee LSD.