



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. **Residency Confirmation** begins on InfoSnap and must be completed in the Superintendent’s office.

The Superintendent’s office is located at 4035 W. Central Avenue, in The Village Green (office entrance is off the back parking lot, next to Pembroke Salon). 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 be able to report to the correct school office to complete the registration process for your student(s).

The district, in good faith, may enroll your child(ren) upon presentation of the majority of residency documents to the district office. However, if all residency documents are not presented within 45 days, an investigation into legal residency will be conducted and your child may not be allowed to attend school until all residency requirements are met. If you are unable to fully document residency within 45 days, you may be billed for tuition.

IMPORTANT:

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

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 (unless the family is Board-approved to pay tuition).

PLEASE NOTE: We **do not** accept screenshots from the Lucas County Auditor's Real Estate Information System (AREIS).

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) – presented in person. If parents or students have a visa, that information should be provided at the time of enrollment.
2. Proof of registering with the Regional Income Tax Agency (RITAOhio.com) as a resident of Ottawa Hills—showing your name and address.
3. Two of the following:
 - a. two unpaid, current utility bills (gas, electric, water, cable, internet) - PAYMENT STUB MUST BE ATTACHED in the parent/guardian's name. They must be the entire bills - not just the first page or screenshots - and the address must show on the bill appropriately.

OR two of the following documents:

- 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.)
- b. 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.

*You will be required to submit updated/current proof of residency each school year. (If sub-leasing or residing with someone, see ** below)*

- c. a purchase agreement (signed and dated by both parties) or settlement/closing statement for purchase of home (45 days to present utility bills in parents' name)
- d. mortgage statement or recorded deed

** Parent/legal guardian's name must appear on the lease OR landlord must provide signed and dated documentation that they know their 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.

If you are sharing a residence with a friend or family member in the district, a notarized **Residency Affidavit** (available in the Superintendent's office) + a current signed lease agreement (if renting) or mortgage statement (if owned) + one current utility bill in the homeowner's name is required. Additional proof is also required in the parent's name, tying the parent to that address. That proof can be a utility bill, paycheck stub, unemployment statement, social security letter, or LCJFS letter with the name of the parent enrolling the student(s). *You will be required to submit updated/current proof of residency each school year.*

AND

- 3. Custody and Parenting Agreement paperwork (if applicable). This must be part of a judge-signed, court-recorded 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 notarized 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 notarized 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 will 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 or 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.)