Shared Residency/Living With Affidavit Checklist

Welcome to Northmont City Schools. You have indicated on your enrollment that you are living with an individual/family who has residency in our district. There are a few extra steps you will need to complete for residency in Northmont City Schools, as we require our students to be a resident in our school district before your enrollment can be approved.

Step 1:

Upload Parent ID and Student Birth Certificate to Final Forms then Gather required documents to provide the Notary at your Shared Residency appointment.

(SEE APPROVED REQUIRED DOCUMENTS LIST ON NEXT PAGE)

Step 2:

Follow QR Code or click link below to sign up for an appointment time to fill out forms and turn in documents.

https://docs.google.com/forms/d/e/1FAIpQLSeGi9rUrVjmOIFCKeNGs0LJlktSBhwGirSYnOY0FFg4orSyyA/viewform

Step 3:

Come to Northmont Administrative Offices during your designated appointment time to meet with the Notary to sign the Affidavit. **Please have all documents including your drivers license during this appointment as we will not be able to complete the form without them.**

Important numbers and addresses

Northmont Administrative Offices
1100 West National Road
Clayton, OH 45315

Mrs. Nicholas
Registrar/Residency
nnicholas@northmontschools.net
937.832.6006

Affidavit of Shared Residency

Northmont City Schools

Shared Residency Checklist

To initiate or renew a Shared Residency Form or Affidavit, please attend your appointment with our Northmont City Schools Notary.

The CUSTODIAL PARENT/GUARDIAN must bring Drivers License/State Issued ID, this form and **TWO (2)** of the following items to confirm your address:

_____ **Payroll Check or Paystub** - including name, current address and current date

_____ **Job & Family Services Letter or Letter from Caseworker -** including name, current address and current date

_____ **Income Tax Document** - including current year filing within 60 days of Shared Residency Application

_____ **Vehicle Insurance bill** - including name, current address and dated in the past 30 days

_____ **US Postal Service - Proof of Address Change** - including name, current address, be date stamped by the post office, or can be completed online with the USPS

Additionally, the HOME PROVIDER must provide ALL of the following items to confirm the address of the property where the student and their family are residing:

_____ **AES Bill or CenterPoint Energy Bill** - current within 30 days and in the Home Providers name (no disconnection or delinquent notice will be accepted)

_____ **Mortgage Statement/Montgomery County Property Tax Statement, or Lease Agreement** - current, in the Home Provider's name, with property address

_____ **Driver's License or State issued ID** - must have current address

IF the HOME PROVIDER is leasing the property in the Northmont City School District:

_____ **Notarized letter from landlord stating that they are aware of the parent and student(s) staying with the lease holder.**

For new Shared Residency Affidavit application, completion is required before enrollment. Bring all supporting documentation to your appointment or upload to the student(s) Final Forms Account. For inquiries, contact the registrar at **937.832.6006**.

We reserve the right to request renewal or the Shared Residency Affidavit at any time.