



Westlake City School's Proof of Residency Form (Enrolling Family Must Be Westlake Residents)

I _____, certify that I am the owner/tenant of the dwelling
(Parent/Guardian's Full Name)

located at _____
(Street Address) (City and State) (Zip) (Occupancy Date)

and that I am a full-time resident of the above address located within the Westlake City School District and I do not maintain a primary separate residence elsewhere.

Supporting documents for the above address must be provided to school officials. You must provide one primary proof of residency from the list below and one Secondary proof of residency from the list below. Accepted primary documents and accepted secondary documents are listed below. No substitutions.

**ALL DOCUMENTS MUST CONTAIN CURRENT WESTLAKE ADDRESS ALONG WITH THE
NAME OF PARENT/GUARDIAN**

A. Provided ONE of the Accepted Primary Documents From the List Below):

- ☐ Signed Rental Agreement (**Entire lease (all pages) and must be signed by landlord and tenant**)
- ☐ Home Mortgage Statement (Current statement within the last 30 days)
- ☐ Homeowners Deed
- ☐ Purchase Agreement **and Completed [Purchase Affidavit \(Click Here\)](#)**
- ☐ Construction Agreement **and Completed [Building a New Home Affidavit \(Click Here\)](#)**

B. Also Provided ONE of the Accepted Secondary Documents From the List Below):

- ☐ Property tax bill from current calendar year
- ☐ Current Utility Bill (qualifying utilities are: **Water, Gas, or Electric only**, must be a current bill within the last 30 days)
- ☐ Letter of Verification of Service Established for Utilities: Water, Gas, or Electric only
- ☐ Homeowners or Renters Insurance Declaration Page
- ☐ Most Recent Pay stub from your employer with current Westlake address

Documents missing all required signatures will NOT be accepted.

Continued on next page.

Name(s) of student(s) to be registered:

(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)

I further certify that:

1. The above information is true and accurate and not falsified for the purposes of circumventing the attendance laws of the State of Ohio or the policies of the Westlake Board of Education requiring legal residency in order to attend Westlake City Schools.
2. I understand and agree that, if the above noted address ceases to be my legal primary residence and my new residence is outside of the Westlake School District, I will withdraw my child(ren) from the Westlake City School District and will enroll them in the new district of residence.
3. If these statements are not factual and if evidence is found later to show that these facts are not true, I will also be responsible and will pay the current full tuition rate to the Treasurer of the Westlake City School District pursuant to Section 3317.03 of the Ohio Revised Code for that part of the school year that the student(s) was (were) enrolled in the Westlake City School District. A person who knowingly or willfully presents the District any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in the District shall have committed a Class C misdemeanor and shall be prosecuted by the District.

 (Signature of Parent/Guardian)

 (Date)