

GAHANNA-JEFFERSON PUBLIC SCHOOLS

Welcome Center at Clark Hall

380 Granville Street, Suite A | Gahanna, Ohio 43230 | (614) 643-8300 | Fax (614) 352-2195

RE: GJPS Families Residing with Friends or Relatives (Oath of Residency)

Dear Parents and Guardians:

In accordance with Board of Education Policy 5111, students shall qualify for admission to the District when all required documents have been submitted. This includes documentation that serves as proof of residency. Ohio law defines "Residence" as "a place where important family activity takes place during significant parts of each day; a place where the family eats, sleeps, works, relaxes, plays." Furthermore, and pursuant to Ohio Law and the Gahanna-Jefferson Public School Board policy, the residence of the child is determined by the residence of the parent/guardian.

You are receiving this communication because your child was enrolled in Gahanna-Jefferson Public Schools under a *Residency Affidavit*, also known as an *Oath of Residency*.

If you have established residency in your name within the district, you may disregard this form. Please contact the Welcome Center and provide proof of residency **including** a mortgage statement or current lease.

If you are residing with a friend or family member within the GJPS attendance boundaries, please complete and return the Residency Affidavit Form, along with all required documentation, to the Welcome Center at Clark Hall.

- 1.) Parent/Guardian ID
- 2.) 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:
 - o Recent letter of employment from employer
 - o **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);
 - o **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,)
 - o Written statement from employer that indicates the address used for employment purposes and for submission of IRS W-2 forms
 - o Car insurance or car registration with BMV
 - o Federal student loan documentation
 - o Welcome/Change of Address packet from the post office.
- 3.) 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.
- 4.) 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.
- 5.) 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

Any delay in the submission of these required forms and documents may result in the delayed enrollment of your child(ren).

Sincerely,

The Welcome Center at Clark Hall

GAHANNA-JEFFERSON PUBLIC SCHOOLS
Affidavit for Families Residing with Friends or Relatives

Note: This form is good for the current school year only. You must complete a new form for each school year that you continue to live in the Gahanna-Jefferson Public School District with friends or relatives.

Part I: To be completed and signed by the parent/guardian and Notary Public.
Part II: To be completed and signed by the owner of the home (as applicable).
Part III: To be completed and signed by the Landlord/Rental Agent (as applicable).

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

STATE OF OHIO
COUNTY OF FRANKLIN, SS:

I, _____, hereby certify that I have **established residency on a seven-day-a-week basis** in the Gahanna-Jefferson Public School District and am not maintaining a separate residence elsewhere. I am aware that the Gahanna-Jefferson Public School District may use any legal means necessary including, but not limited to, conducting unscheduled home visits to verify that I am living at the address listed below.

I further certify that this residence is located at:

Street Address	Principal Owner of Residence or Lessee
City and Zip Code	My Relationship to Owner of Residence or Lessee
Phone Number	

Make, model, and license plate of parent/guardian primary vehicle(s):

Vehicle #1 _____ Vehicle #2 _____

I realize that should any of the above statements be false, I am liable under the Criminal Code for any penalties that the law provides. **Should any of this information be false, I agree to pay the current tuition cost of \$63.92 per day** for the student(s) listed below to cover the period during which they illegally attended the Gahanna-Jefferson Public School District. I understand if I move out of the Gahanna-Jefferson Public School District, I will immediately notify the District Representative at the Welcome Center at Clark Hall, and I will withdraw my student(s). _____: Parent/Guardian Initials

Student Name(s)	Grade	School of Attendance

NOTE FOR PARENTS/GUARDIANS OF ATHLETES:

I understand that the Gahanna-Jefferson Public School District's athletic teams will be forced to **forfeit** games when ineligible players who have enrolled under false pretenses are participating on the team.

Please attach to this form **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. Also, please attach a postmarked envelope that has been sent to you at the above-listed address.

Parent/Guardian Signature	Home Phone	Work Phone
---------------------------	------------	------------

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Notary Public

Part II: To be completed and signed by the owner of the home (as applicable)

STATE OF OHIO
COUNTY OF FRANKLIN, SS:

I, _____, hereby certify that I am the owner of the house/condo located at:

Street Address

City

I, _____, further certify that the following persons actually reside at this property, and to the best of my knowledge, are not maintaining a separate residence elsewhere. I realize that should any of my statements be false, I may be liable for any penalties that the law provides under the Criminal Code.

Parent/Guardian Name(s)	Student Name(s)

I am aware that the Gahanna-Jefferson Public School District may use legal means to verify my residency including, but not limited to, conducting unscheduled home visits. I agree to allow the release of housing information and utility customer information to a representative of the Gahanna-Jefferson Public School District.

Signature of Owner of Residence

Printed Name of Owner of Residence

Phone Number

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Notary Public

*****WARNING*****

The current tuition rate for the 25-26 school year for the Gahanna-Jefferson Public School District is:
\$63.92 per day

The knowingly making of a false statement on this form for the purpose of enrolling a child without tuition is a criminal offense as indicated below, and may be punishable as a felony according to the amount of tuition owed.:

O.R.C. 2913.02 Theft by Deception
O.R.C. 2913.13 Falsification

Part III: To be completed and signed by Landlord/Rental Agent (as applicable)

Statement of Occupancy

The parent/guardian is to have this form completed by the Landlord/Rental Agent as verification that the parent/guardian is living at the address provided as their residence. Upon completion, the parent/guardian will submit this form to The Welcome Center at Clark Hall along with a copy of the original signed lease which **lists the parent/guardian as occupant(s)**. Also required is a postmarked envelope that has been sent to the parent/guardian at the above-listed address.

I _____, am the **Landlord/Rental Agent** of the dwelling/apartment located at

(Street Address)

(City)

The following persons **reside at this property**, are **listed as occupants on the lease**, and to the best of my knowledge, are not maintaining a separate residence elsewhere:

Parent/Guardian and Child(ren) Names (please list all):

Signature of Landlord/Rental Agent

Signature of Parent/Guardian

Printed Name of Landlord/Rental Agent

Printed Name of Parent/Guardian

Address of Landlord/Rental Office

Previous Address of Parent/Guardian

Phone Number of Landlord/Rental Office

Phone Number of Parent/Guardian

Date

Date

*****WARNING*****

The current tuition rate for the 25-26 school year for the Gahanna-Jefferson Public School District is:
\$63.92 per day

The knowingly making of a false statement on this form for the purpose of enrolling a child without tuition is a criminal offense as indicated below, and may be **punishable as a felony** according to the amount of tuition owed.:

O.R.C. 2913.02 Theft by Deception
O.R.C. 2913.13 Falsification