## PLYMOUTH-SHILOH LOCAL SCHOOLS – RESIDENCY VERIFICATION

Generally, according to Ohio's School Attendance Law (O.R.C. 3313.64), except in limited circumstances, a student is required to pay tuition to attend school in the District unless his or her parent resides in the District. If a parent cannot submit documentation that he/she owns or rents a residence in the District due to living as a guest of a District resident, this form must be completed, signed by both Parent and Residence Owner/Renter and notarized. Please return this completed form along with proof of residency (current utility bill/lease/purchase agreement) from the Plymouth-Shiloh Local School resident.

NOTICE – READ THIS FORM CAREFULLY. Knowingly falsifying this document is a criminal offense under Ohio Revised Code Sections 2913.02 (theft by deception) and 2921.13 (falsification) and may constitute a felony depending on the amount of tuition owed. Inaccurate and/or false information will result in immediate withdrawal of your child(ren) from Plymouth-Shiloh Local School District. The District will also bill the student's parent(s)/guardian(s) for tuition and seek prosecution or other legal action if necessary to collect all back tuition which may be due.

School

**SECTION 1:** (to be completed by the legal parent/guardian)

Student's Name

majority of the time, receive their mail, and if applicable, where Residence:		ote) is:	
Residence: Street	City	2	Zip
If my permanent residence changes, I understand that my child Local School District. I promise to notify the school immediate information is not true, and my child does not meet the residence from the date of enrollment. I hereby swear or affirm that all o	ely if my residence changes. I als cy requirements under state law,	o understand I will be res	d that if the stat sponsible for pa
Parent Signature	Date	Date	
The Parent listed above is currently living as my guest at the action.  Name:			
Name: Telephone:	Own	R	
Name:	Own nderstand that fraudulent reporting prosecution of all participating peld personally liable for any and urent, if the student is not entitled to the best of my knowledge and	ng of residen parties. Furth all tuition o to attend th	cy for school a ner, as the resid bligations for a e District tuitio
Name:  Telephone:  The Parent listed above has no other permanent residence. I ur purposes is a violation of state law and could result in criminal Plymouth-Shiloh Local School District, I understand I can be h fraudulent attendance left unpaid by the custodial/biological pahereby swear or affirm that all of the above information is true	Own nderstand that fraudulent reporting prosecution of all participating peld personally liable for any and urent, if the student is not entitled to the best of my knowledge and	ng of residen parties. Furth all tuition o to attend th	cy for school a ner, as the resid bligations for a e District tuitio
Name:	Own  derstand that fraudulent reporting prosecution of all participating peld personally liable for any and wrent, if the student is not entitled to the best of my knowledge and on the reverse side of this form.	ng of residen parties. Furth all tuition o to attend th	cy for school a ner, as the resid bligations for a e District tuitio
Name:	Own inderstand that fraudulent reporting prosecution of all participating participating participating participating participating participating participating participating participating participation of all participating participations and participating participations are described by the prosecution of the student participation of the student participation of the participation o	ng of residen parties. Furth all tuition o to attend th I belief. To	cy for school a ner, as the resid bligations for a e District tuitio demonstrate res
Name:  Telephone:  The Parent listed above has no other permanent residence. I ur purposes is a violation of state law and could result in criminal Plymouth-Shiloh Local School District, I understand I can be h fraudulent attendance left unpaid by the custodial/biological pa hereby swear or affirm that all of the above information is true will provide any one of the accepted proofs of residency listed  Signature of Residence Owner/Renter  ON III: (to be completed by the Notary Public)	Own inderstand that fraudulent reporting prosecution of all participating participating participating participating participating participating participating participating participating participation of all participating participations and participating participations are described by the prosecution of the student participation of the student participation of the participation o	ng of residen parties. Furth all tuition o to attend th I belief. To	cy for school a ner, as the resid bligations for a e District tuitio demonstrate res

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## Acceptable Forms of Address Proof

Proof of residence is required of all first-year and renewal applicants. Documents submitted must contain the parent/guardian's name, current address and the date. The date should be current. Nothing handwritten (e.g., receipts, notes, etc.) will be accepted. Post office boxes are not acceptable either. Parents/guardians must document residency by providing the school with one of the following utility bills (to be accompanied with their request or renewal forms):

- 1. Electric
- Gas
- Water
- Sewer
- Home telephone bill (not cellular telephone)
- Cable
- Lease/rental agreement (the whole document, all pages, must include signatures of both parties), and one other official document
- Monthly mortgage statement

If utilities are not in the name of the parent/quardian of the student, the following alternative must be completed instead:

- A. Provide a signed, notarized, written statement from the party with whom the parent/guardian states they reside with/rent from. This letter must be from the third party and not the parent himself/herself.
- A copy of a current utility bill in the name of that third party, AND
- C. A copy of a piece of current business type mail in the name of the parent/guardian.
  - a. Business mail would be things such as pay stubs, car notes, car insurance, monthly bank statements, and official document from a government agency. Some business with which the parent/guardian is currently doing regular business.
  - NO credit card solicitations or service set-up work orders. NOTHING HAND WRITTEN.
- D. Following is an example of how this alternative works: Ms. Smith's daughter has an EdChoice scholarship. She and her daughter reside with her uncle, Mr. Brown. Mr. Brown will need to write a statement and have it notarized. He will also need to provide a copy of a current utility bill in his name, since he owns or rents the property. Ms. Smith must provide a copy of last month's bank statement. Compiled together, this alternative will suffice as proof of residence for the student regarding the current school year. She must do this annually. If she should move and obtain utilities in her name, then this alternative method is no longer her option and she must comply with the required utility bill requirement instead.
- E. Following is <u>another example</u> of how this alternative works: Mr. Johnson's son has an EdChoice scholarship. Mr. Johnson and his son live in an apartment. All of the utilities are included in the price of the rent, so Mr. Johnson does not receive any utility bills in his name. Mr. Johnson will need to obtain a notarized letter from the rental office confirming that he and his son live in the apartment. Mr. Johnson will also need to provide another form of address proof, such as a current pay stub or bank statement.

<u>Unacceptable</u> proof of address includes tax forms, junk mail, and driver's licenses.

Parents/guardians must remember to keep the school informed of any address changes that occur and to submit the required documentation to ensure continued program eligibility.