GALION CITY SCHOOL DISTRICT - RESIDENCY AFFIDAVIT

INSTRUCTIONS

NOTICE - READ CAREFULLY:

- **Knowingly falsifying a residency affidavit is a violation of the Ohio Revised Code: Section 2921.13(A)(6), which is a First-Degree Misdemeanor punishable by a prison term of six (6) months and/or a fine up to $1000.00.**
- **Further, the affiant will be billed (and prosecuted in court, if necessary) to collect all back tuition which may be due.**
- **Inaccurate and/or false information will result in immediate withdrawal of your child(ren) from the Galion City School District.**

Step 1
The Residency Affidavit must be filled out completely and signed before a notary public. The Residency Affidavit must be renewed each school year.

Step 2
The Parent/Guardian must provide two (2) proofs of residency verifying that he/she lives at the address. The first proof must be returned with the Residency Affidavit to begin enrollment. The second proof can be returned to the school building within 30 days of the move. Documentation must consist of two (2) of the following:

1. recently issued driver's license or state identification card with the official address change card;
2. vehicle registration or insurance;
3. utility bills are mailed to you at your residence (e.g. electric, gas, water bills);
4. voter registration; and/or
5. income tax documents
6. lease agreement for the residence in the GCSD boundaries
7. homeowner or renter's insurance for the residence in the GCSD boundaries

Step 3
The person you are residing with (Homeowner) must complete the Verification of Residency Affidavit. The Verification of Residency Affidavit must be signed before a notary public. The Verification of Residency Affidavit must be renewed each school year.

Step 4
The Verification of Residency Affidavit must be accompanied by two proofs of residency to verify that the individual who signed the Verification of Residency Affidavit is the owner of the property. One document **must** be the Lease Agreement, Mortgage Payment Coupon, or Deed (if the individual owns the property free and clear). The second **must** be a utility bill.

Step 5
Submit all required documents to the Galion City Schools Central Office. Documents must be received and approved prior to school attendance.

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RESIDENCY AFFIDAVIT COMPLETED BY THE CUSTODIAL PARENT OR GUARDIAN

STATE OF OHIO
COUNTY OF CRAWFORD

In compliance with section 3313.64 of the Ohio Revised Code, I _____ and my son(s)/daughter(s):
(parent/guardian)

Student	Grade	School Attending

Reside at _____ with
(address)

_____.
(Person With Whom Parent/Guardian Residing, Resides)

I reside at this address on a permanent basis and am an actual resident of the school district (e.g. where I eat meals and sleep on a regular basis, receive mail, and, if applicable, where I am eligible to vote). I further understand that a declaration of actual residence is required by law for purposes of school attendance. It is further understood that normal tuition rates will be required for any period of time that said adult is not an actual resident of the school district. I understand that it is my responsibility to notify the school(s) in the event of a change in residence. I am aware that the Galion City 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 above.

I understand that the Adult Residency Affidavit, and at least two documents showing proof of residency, must be provided each school year that I reside at the above listed address as my personal residence. I understand that if I am unable to provide two documents at the time of registration, I may provide one at registration and the second within 30 days after the initial entry. If proof of residence is not received within thirty (30) days, I understand that my child/children will not be permitted to continue attending the Galion City School District.

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I further understand that, if the above-stated residency information is not true, and my child does not meet the residency requirements set forth by the State of Ohio, I will be responsible for paying tuition to the Galion City School District from the date of enrollment.

The undersigned having been duly sworn according to law attests to the information presented above.

_____ _____

Signature of Parent/Guardian Requesting Entry **Date**

Sworn to before me and subscribed in my presence on this _____ day of _____, 20__.

_____ My Commission Expires: _____

Notary Public

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VERIFICATION OF RESIDENCY AFFIDAVIT TO BE COMPLETED BY PERSON VOUCHING FOR THE ORIGINAL APPLICANT ON PAGE 2

STATE OF OHIO
COUNTY OF CRAWFORD

I _____, hereby certify that I am the owner of the residence located at:

_____.
(address)

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** set forth under the Ohio Revised Code, including, but not limited to, payment of tuition to the Galion City School District.

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

I am aware that the Galion City School District may use any legal means to verify my residency, and that of the above-listed individuals, including, but not limited to, **conducting unscheduled home visits**. The undersigned, having been duly sworn according to law, attests to the information presented above.

_____ _____
Signature of Owner of Residence **Date**

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

Notary Public: _____ My Commission Expires: _____