

**RESIDENCE AFFIDAVIT – Friends & Family**

**REQUIREMENTS for FRIENDS & FAMILY RESIDENCY**

*[(Both A and B must come together to register the new student(s)]*

**A – Proof of Residency of family you are moving in with:**

- 1. Notarized sworn Residence Affidavit of owner/lessee**
- 2. Driver's license or State Picture I.D.**
- 3. One of the items listed below:**
  - Home Owner** – Statement on lender's letterhead and including:
    - owner's name
    - address of property
    - a current date
  - Home Renter** –
    - Signed copy of lease
    - Must include landlord/rental agent's contact information (*name, address, telephone*)
  - Apartment Renter** –
    - Signed copy of lease
    - All residents must be listed on the lease  
(lease must show the parent/legal guardian in the family enrolling the student has, in fact, been added to the lease as an occupant in the dwelling).
    - If the lease is month to month – must include a letter from the rental agent verifying current occupancy

**B – Verification of parent/legal guardian of student being enrolled:**

- 1. Notarized sworn Residence Affidavit of parent/guardian**
- 2. Driver's license or State Picture I.D.**
- 3. Certified change of address form by the U.S. Postal Service (preferred)**

OR –

*A piece of mail bearing a current postmark from a business which has been mailed to you and delivered to your new CWLSD address (i.e. bank, insurance, government, doctor, employer, etc.). If needed, you may have one (1) week to provide the piece of mail to your child's school.*
- 4. Completion of the "Employment Status" form stating one of the following:**
  - (a) you are not currently employed, or;
  - (b) you have changed your address where you work, the payroll administrator has signed the form, and your employer is deducting CWLSD income tax from your wages (TAX #2502).

**NOTE TO PARENTS OF ATHLETES:**

**If your student athlete enrolls and participates under false pretenses, Canal Winchester athletic teams could be forced to forfeit games based on the playing of an ineligible player.**

**SWORN RESIDENCE AFFIDAVIT – Friends & Family****PARENT/GUARDIAN of ENROLLING STUDENT(S)**

I, \_\_\_\_\_, the parent / legal guardian of the student(s) listed below do hereby certify I have established residency on a **7-day per week basis at the following address** in the Canal Winchester School District:

Street Number / Name \_\_\_\_\_

City / Zip Code \_\_\_\_\_

Name of Home Owner/Lessee \_\_\_\_\_

Child(ren) Enrolling/residing at this address

Date of Birth

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I give permission for the school district to verify, by any means necessary (including random visits by the county attendance officer), that I am living at this address.
- If this statement proves to be false, I understand I am liable under the criminal code for any penalties which the law permits.
- If I move out of the district and fail to report my move and take no action to withdraw this student, I agree to pay the current tuition costs to cover the days my child(ren)'s attended Canal Winchester Schools illegally.

☐

I will provide proof that the above address is my **only residence**.

☐

If I am employed, I will notify my employer to withhold Canal Winchester School Income Tax (0.75%).

\_\_\_\_\_  
Signature of Residing Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
(Driver's License # & State)

☐

Copy Attached

Sworn to and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Any change in either residence must be immediately reported to the school district.**

**Note: Submitting the above information and/or sworn affidavit does not guarantee enrollment of your child(ren). Once the information/affidavit is submitted, all information and documents will be carefully reviewed to determine whether you meet the requirements for residency under Ohio law. You may be asked to submit additional information/documentation.**

**SWORN RESIDENCE AFFIDAVIT – Friends & Family**

Homeowner and parent / legal guardian sharing the residence  
**must appear in person and at the same time** to complete and sign this form.

**OWNER or RESPONSIBLE LESSEE of RESIDENCE**

I, \_\_\_\_\_, certify that I am the legal resident of the dwelling located at:

Street Number / Name \_\_\_\_\_

City / Zip Code \_\_\_\_\_

- I certify all persons listed below actually reside at this address with me and, to the best of my knowledge, do not maintain a residence elsewhere. List the names of parents and students moving in with your family.

_____	_____
_____	_____
_____	_____

- I understand if the residency information I am certifying proves to be false, I may be liable for any and all penalties for which the law provides under the criminal code. I understand that these penalties may include an obligation to pay tuition charges for the illegal attendance in school of children whose parent(s) do not reside with me, as I have stated in this document.
- Valid for the current school year only. I must provide a new Residence Affidavit each summer, prior to the start of school as long as this living arrangement continues. I give consent for the school district to use any legal means to verify my residency. I hereby give my permission for release of information concerning my residency from employers, realtors, rental offices, and my utility providers.
- If you rent** - in order to maintain the integrity of leasing laws governing the number of occupants under one roof, the legal agreements between my lessor and me, and for my own protection, I will inform my rental office that I intend to allow this family to move in with me.
- If you rent**, please provide a complete lease which shows that the PARENT / LEGAL GUARDIAN enrolling the student has, in fact, been added to your lease as an occupant in the apartment/home:

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**Yes, s/he has been added to my lease**

\_\_\_\_\_  
 Signature of Owner / Lessee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 (Driver's License # & State)

\_\_\_\_\_  
 Copy Attached

Sworn to and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.