

INSTRUCTIONS FOR COMPLETING THE RESIDENCY AFFIDAVIT

1. IN ALL CASES THE PERSON ENROLLING THE STUDENT MUST COMPLETE THIS FORM.

You must complete all parts of this form. Please be sure to indicate if you are the owner or tenant in Part A and your occupancy date. You will need to provide verification of your residence **along with** this form to school officials. Your completion of this form **does not replace** documentation such as utility bills, pay stub, etc. **(IF YOU DO NOT OWN THE PROPERTY, SEE #2 BELOW)**

2. If you are a tenant (i.e. You do not own the residence):

You must provide your valid lease along with this form. If you do not have a valid lease, the homeowner must **ALSO** complete an additional residency affidavit which would act as a lease. If the owner does not reside at the address in Part A, they may skip Part B. The owner may also skip Part C. The owner **must** complete Parts D and E and have their signature notarized. (NOTE: If you do not hold a valid lease and the owner is required to complete an affidavit, you will need a minimum of 2 forms – one for the parent/custodian of the student and one for the homeowner.)

3. This form must be completed for all new enrollments and also whenever your legal residence address is changed. This includes changes in apartment numbers as well as house numbers.

4. If you are enrolling more than one student or changing your address for more than one student, you may complete 1 affidavit and list all children on the appropriate line. Note: If you do not have a lease and the owner is required to also complete a form, they may include all students on the appropriate line of their form also.

5. If you are a social worker enrolling a student: Residency affidavit(s) and proof of residency must be provided by the foster care giver or other placement party.

6. Your signature must be notarized by a notary public. You may obtain the services of a notary public at your financial institution, Bureau of Motor Vehicles, or other private notary public.. This service is not available at the Administration Building.

7. If you are just moving in or moving in at a later time: You will be required to submit a valid signed purchase agreement which may be valid for up to 90 days if you have not yet moved in or have no other documentation for residency. If you have signed a future lease, you will be required to submit that lease.

PLEASE NOTE THAT, IN THE ABOVE SITUATION, YOU ARE REQUIRED TO REPORT ANY CANCELLATIONS OR CHANGES TO THE TERMS OF THE PURCHASE AGREEMENT OR LEASE IMMEDIATELY.

CLEAR FORK VALLEY LOCAL SCHOOLS – RESIDENCE AFFIDAVIT

PLEASE SEE THE BACK FOR COMPLETION INSTRUCTIONS

PART A: I, _____, certify that I am the (circle one) Owner/Tenant of the dwelling/apartment located at:

Street number and name: _____

City and Zip Code: _____

Date of Occupancy: _____

PART B: I, _____, certify that I am a full-time resident at the above address located within the Clear Fork Valley Local School District and do not maintain a separate residence elsewhere. Photo identification, such as an Ohio Driver’s license, is required for identification.

PART C: Verification of the above residence must be provided to SCHOOL OFFICIALS.

These items may include but are not limited to as many of the following items as necessary: (This list provides some examples of accepted proof of residence. It is not all-inclusive.)

- | | | |
|-------------------------|-------------------------|-----------------|
| Voter Registration Card | Signed Rental Agreement | Deed |
| Mortgage Statement | Property Tax Statement | Building Permit |

PART D: I, _____, further certify that this above information is true and accurate. I realize that should any of this information be false, I am liable for any penalties which the law provides under the criminal code and that I agree to pay tuition costs per day for each student listed below illegally attending the Clear Fork Valley School District and understand that immediate withdrawal will occur.

PART E: LIST BELOW THE NAMES OF ALL PERSONS LEGALLY RESIDING AT THE ABOVE ADDRESS.
(Including yourself if you also reside at this address)

| Adults | Children | Birth Dates (Children) |
|--------|----------|------------------------|
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| | | |

| Name(s) of Student(s) being enrolled | Your relationship to student(s) |
|--------------------------------------|---------------------------------|
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I have read this entire document (front and back) and the information provided by me on this form is true and accurate.
NOTE: SIGN ONLY IN THE PRESENCE OF A NOTARY. ONE SIGNATURE PER FORM.

Signature (MUST BE NOTARIZED) DATE PHONE #

Sworn to and subscribed before me this _____ day of _____,

Affix Seal
Here

Notary Public _____