

**GAHANNA-JEFFERSON PUBLIC SCHOOLS**  
**Welcome Center at Clark Hall**  
**380 Granville Street, Suite A**  
**Gahanna OH 43230**  
**(614) 643-8300**

**Items Required for Enrollment**

**PARENT/GUARDIAN PHOTO ID**

A photo ID is required of the parent/guardian when enrolling a student or making changes to custody or residency.

**BIRTH CERTIFICATE** (R.C. 3313.96)

A copy of the birth certificate must be presented at the time of enrollment.

**CUSTODY DOCUMENTATION** (R.C. 3313.64, 3109.52, and 3109.65)

**Child Residing with the Residential Parent**

If the parents have had a divorce or dissolution, the child must reside with the parent who has been given custody and designated the “residential parent for school placement” in a plan or agreement approved by the court order or decree. The legal terminology concerning custody and residential parenting may change over time and by state; but in all cases, a copy of the court order or decree approving the custodial or residential parent arrangement must be filed with the Welcome Center. Likewise, a copy of any court order or decree, which approves a change in parental custody, the shared parenting plan, or changes the child’s school district of residence, must be filed with the District Representative at the Welcome Center.

**Child Residing with an Adult Caretaker Given Guardianship**

If the child resides with an adult caretaker (other than his natural or adoptive parent) who lives in the school district and has been given custody or guardianship of the child by a court order or decree, a copy of the court order or decree must be filed with the District Representative at the Welcome Center.

**Child Residing with a Grandparent Given Guardianship**

If the child resides with a grandparent who has filed with the juvenile court a Power of Attorney or a Caretaker Authorization Affidavit, the grandparent will need to complete the **Grandparent Caretaker Enrollment** form. The grandparent must provide documentation establishing proof of residency in Gahanna and a copy of the court-approved Power of Attorney or Caretaker Authorization Affidavit. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

**Child Residing with an Adult Caretaker Seeking Guardianship**

If the child resides with an adult caretaker who lives in the school district and is seeking custody/guardianship of the child, the adult caretaker will need to complete the **Enrolling a Student While Seeking Guardianship** form. This form must be notarized. The adult caretaker must also provide documentation establishing proof of residency in Gahanna and a copy of the court record of the application seeking guardianship for the minor student. In addition, the adult caretaker must provide a certified copy of the court order or decree approving custody/guardianship within 60 calendar days from the date of enrollment in order for the child to remain in school. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

**ENROLLMENT OF STUDENTS AT 18 BUT LESS THAN 22 YEARS OF AGE** (R.C. 3313.64)

All persons at least 18 but less than 22 years of age who live apart from their parents, support themselves by their own labor, and have not been granted a high school diploma are entitled to attend school free in the school district in which they reside, whether or not their parents reside in the district. The student must provide documentation establishing proof of residency in Gahanna. The student will need to complete the **Enrollment of Students at Eighteen but Less Than Twenty-Two Years of Age** form. This form must be notarized. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

(over)

## **RESIDENCY VERIFICATION** (R.C. 3313.64)

### **Residential Family Living in Gahanna**

If you own your house or lease an apartment or house, you will need to provide proof of residency in Gahanna. Documents that are accepted to prove residency include: real estate tax duplicate, mortgage statement, or current lease **along with** a current gas or electric bill. The documents must show the parent/guardian's name and address in the school district. An apartment or house lease must contain the names of the legal parent/guardian. Once you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

### **Non-Residential Family Living with a Gahanna Resident**

If you are living with a Gahanna resident who owns his/her house, you will need to complete an **Oath of Residency Affidavit** form. The form contains two parts - one to be completed by the parent/guardian and the other part to be completed by the owner of the residence. Both parts of the form must be notarized. Both the guardian and the homeowner must bring the form together along with the following documents: *Owner of Residence* - real estate tax duplicate or mortgage statement. *Parent/Guardian* – Two (2) pieces of mail (choose from letter from employer that indicates the address used for employment purposes and for submission of IRS W-2 forms, a recent check stub, mail from the Department of Job and Family Services, Social Security, CareSource/Molina indicating the owner's of the residence address used for receipt of checks. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

### **Residential Family Moving within Gahanna**

If you move within the school district, you will need to complete a **Change of Address** form and provide proof of residency in Gahanna. Documents that are accepted to prove residency include: real estate tax duplicate, mortgage statement, or current lease **along with** a current gas or electric bill. The documents must show the parent/guardian's name and address in the school district. An apartment or house lease must contain the names of the legal parent/guardian. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

### **Non-Residential Family Moving to Gahanna**

If you are a non-residential family who is building or purchasing a house in the district and is waiting to take possession, you will need to complete the **Application for Temporary Residence Waiver - Building a New House** form or the **Application for Temporary Residence Waiver - Purchasing a New House** form. The appropriate form must be notarized. In addition, a copy of the purchase agreement showing the future owner's name, address, and expected occupancy date must be attached to the application. The buyer/purchaser will have 90 calendar days from the date of enrollment to establish residency in the school district. Tuition will begin on the 91<sup>st</sup> day. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

## **IMMUNIZATION RECORD** (R.C. 3313.67 and 3313.671)

Immunizations must be complete in accordance with state law and a record of such immunization, indicating the month, day, and year of each inoculation, must also be presented at the time of enrollment or **within 14 days of beginning school. After this time, students may be excluded from school until written proof of adequate vaccination is received.** The following immunizations are required by law: mumps, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, rubeola (measles), rubella, and varicella (chickenpox).

Documentation of Tuberculosis (TB) testing is required for any child who has lived in or visited any country outside of the United States for more than 90 consecutive days. The **TB Policy Letter** is available online or at the Welcome Center, and the documentation must be presented at the time of enrollment.

## **INSTRUCTIONAL FEE**

The Gahanna-Jefferson Public School District charges an instructional fee to help defray the cost of consumable instructional supplies used in the classroom. The instructional fee is \$35 for each child and will be paid at your school of attendance.