

Frequently Asked Questions

Q. Do you accept tuition students?

A. No. The Gahanna-Jefferson Public Schools does not accept tuition students. The custodial parent must reside within the Gahanna-Jefferson School District in order to attend Gahanna-Jefferson Public Schools.

Q. I want my student to attend a different school next year. What do I do?

A. You need to apply for an In-District Transfer. The form can be found under Families, Forms. Please make note of the deadline; requests will not be accepted after the deadline.

Q. I am interested in homeschooling my student. What is the procedure?

A. Questions regarding homeschooling should be directed to the Assistant Superintendent's Office at (614) 479-1309.

Q. A student is attending the Gahanna-Jefferson Public Schools and does not reside in the district. How do I report that?

A. Contact the Welcome Center at (614) 643-8300 to report these incidents.

Q. A student who is not my biological child is coming to live with me. His/her custodial parent resides elsewhere. Can I enroll this child in the Gahanna-Jefferson Public Schools?

A. No. You would need to obtain custody/guardianship of the child and, as required by State law; proof of custody must be provided at the time of enrollment.

Q. I am the biological father of a child and wish to enroll him/her in school. Her biological mother and I were never married. What do I need to do?

A. You would need to provide proof of custody in order to enroll him/her. In the State of Ohio, if parents were never married, the mother is automatically the sole custodial parent unless the father goes to court and obtains an order of custody. [O.R.C. 3109.04.3]

Q. My child is attending Gahanna-Jefferson Public Schools. Due to financial hardships, we lost our home and are currently living on the street or in a shelter. Whom do I contact for information regarding my situation?

A. Contact the homeless liaison, Debora Binkley, at (614) 479-1306 or binkleyd@gjps.org for more information and assistance.

Q. My child has been expelled from another school district. If we moved to the Gahanna-Jefferson School District, would my child be able to attend school?

A. No. Gahanna-Jefferson Public Schools honors all suspensions and expulsions from other school districts.

Q. My child has been expelled from a Gahanna-Jefferson City School. Can we transfer to another Gahanna-Jefferson City School?

A. No. Once a student is expelled from a Gahanna-Jefferson City School, the expulsion applies to the entire district. Once the expulsion is fulfilled, the student must be re-enrolled at the Welcome Center.

Q. What is acceptable if a birth certificate is not available?

A. A copy of the birth certificate or similar documentation authorized by law as proof of age and birthdate must be presented at the time of enrollment. This includes a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; an attested transcript of the certificate of birth; an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; an attested transcript of a hospital record showing the date and place of birth of the child; or a birth affidavit. (O.R.C. 3313.672)

Q. I have a motion for custody. Can I enroll my child with this motion?

A. We cannot accept motions to enroll a student in school; however, please contact the Welcome Center at (614) 643-8300 for further information and assistance.

Q. I have a complaint with a case number for a change in custody. Can I enroll my child in school?

A. Yes, if the court date is within 60 days. On the 61st day, if there is no final judgement, the student must enroll in the district in which the residential parent is living.

Q. I have a court order/judgment entry giving me custody of a child. However, it is not signed by a judge. Is this acceptable?

A. No. We need a court order signed by a judge/magistrate in order to be acceptable.

Q. A relative/friend gave me a notarized letter giving me custody of her child. Is that acceptable as proof of custody?

A. No. We cannot accept notarized statements. You must have a court order.

Q. My ex and I have shared parenting. We live in two different school districts. Can my student attend either district?

A. That depends on the agreed entry. The child must attend school in the district of the residential parent.

Q. I am a divorced parent with shared parenting, but I am not named as the school placement parent. Can I enroll my student?

No. A change in school placement must be completed before the student can be enrolled in Gahanna Schools. Gahanna does not accept a letter from mediation for enrollment.

Q. I am divorced and the children live with me. I am the sole custodial parent. I do not want the non-custodial parent to have access to their records. Is this acceptable?

*A. No. According to the law, a non-custodial parent has the same rights as a custodial parent. Therefore, the non-custodial parent has a right to access student records. The only exception to this is if you have a protection order or restraining order which would not allow access by the other parent. If you have such an order and wish for us to honor your requests, the school **MUST** have a copy of the order. Otherwise, we cannot deny the non-custodial rights to a student's records.*

Q: I have moved in with a friend/relative and do not have proof of residency. How can I enroll my child in school?

If you are living with a Gahanna resident who owns his/her house, you will need to complete an Oath of Residency Affidavit form. Please contact the Welcome Center at (614) 643-8300 for further information and assistance.

If you are living with a Gahanna resident who is leasing, you will need to be added to the lease and be able to provide significant mail in your name.

*If you should establish your own residence, you would immediately provide the Welcome Center with two proofs of the new address and complete a **Change of Address form**, which can be found on the Welcome Center page.*

Q: I believe my child is ready to start Kindergarten, but they won't be 5 by August 1. What can I do?

You can contact Diane Caulkins for more information about Early Entrance testing. You may register with the Welcome Center once your child has been approved.

Please note: Students applying for Early Entrance do not attend Kindergarten Round-Up. Students will be tested by a district psychologist during the summer months.

Q: Why do I need to complete questions about the languages I speak at home?

Per federal law, we are required to have the family of every new student complete the language survey, which is included in the online registration.