

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

**Grandparent Caretaker Enrollment**

A grandparent who has a grandchild residing\* with him/her may enroll the grandchild in school and make other educational decisions for the child if the grandparent files with the juvenile court a Power of Attorney or a Caretaker Authorization Affidavit. The Gahanna-Jefferson Public School District requires these forms to be completed and filed prior to enrollment. Documentation needed for the enrollment appointment will include:

- The court-approved Power of Attorney or Caretaker Authorization Affidavit
- A picture ID of the enrolling grandparent
- Child's birth certificate
- Proof of residency documentation

*\*Please note that "residency" means where the child lives, eats, and sleeps the vast majority of the time, which includes weekends and holidays.*

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Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

New School of Attendance: \_\_\_\_\_ Grade: \_\_\_\_\_

Current School of Attendance: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Grandparent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Grandparent Address: \_\_\_\_\_

Grandparent Signature: \_\_\_\_\_

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**For Office Use Only**

Juvenile Court Approval       Birth Certificate       Picture ID of Grandparent

**Residency verification received:**

Lease **AND**  Gas or Electric Bill

**OR**

Real Estate Tax Duplicate or Mortgage Statement **AND**  Gas or Electric Bill

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Debora Binkley, PhD., Administrator of Pupil Services