

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.

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 **along with** a current gas or electric bill, or a 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 residency. Both parts of the form must be notarized. The guardian must bring the notarized form along with their ID and two (2) pieces of current mail in the guardian's name (for example, letter from employer that indicates the address used for employment purposes, current IRS W-2 forms, mail from The Department of Job and Family Services, CareSource/Molina, Social Security, Welcome Packet from the US Post Office, etc.) Once 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 the enrollment to establish residency in the school district. Tuition will begin on the 91st day. Once the form is completed and you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

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 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 Welcome Center. The guardian must also provide documentation establishing proof of residency in Gahanna. Once you have the required documents, please schedule your enrollment appointment using the enrollment calendar.

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. The completed, notarized form must be returned to the Welcome Center along with the court record of the application seeking guardianship of 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.

IMMUNIZATION RECORD (R.C. 3313.67 AND 3313.671)

Immunization 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 the beginning of 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.