

PROOF OF RESIDENCY

NOTE: REGISTRATION WILL NOT BE ACCEPTED UNTIL ALL REQUIREMENTS ARE MET.

This also applies to an address change for current students. You are required to inform the school district of any change. The school district has the right to investigate residency.

ACCEPTABLE PROOF OF RESIDENCY:

1. Copy of deed, current mortgage information, current 1098 form, recent settlement statement, or the most recent property tax bill (no print-outs from the auditor's website please). OR
2. Current rental or lease agreement: provide full document, signed and dated. It must contain the **NAME, ADDRESS, AND CONTACT NUMBER OF THE LANDLORD.** OR
3. Parent(s) and student(s) living with another person: Parent must obtain affidavits from the Oak Hills District Office at 6325 Rapid Run Road PRIOR to registration. Please contact Donna Bella at 574-3200. The affidavits must be fully completed, notarized, and provide the required **attachments**. This only applies if the current occupant is the homeowner. If moving in with someone who is a renter (sharing an apartment or rented house) you need to have your name added to the rental agreement, or have the landlord/apt. manager provide an addendum to the current lease or rental agreement indicating you and your family also live there.

House Under Construction/Purchase:

If a person has a contract to build, parent(s) must submit, at registration, a copy of the **contract, PLUS** a letter from the builder stating that he does have a firm contract and giving an estimate of the time of completion (not to exceed 90 days from the day school starts or from the time the child starts school). The letter should contain the builder's name, address and phone number. **After closing, the school must receive a copy of the settlement statement or mortgage papers or deed within 10 days.**

If a person has a signed a contract to purchase a home, a copy of the purchase agreement along with a closing date must be submitted at time of registration. The occupancy date must be within 60 days from the day school starts or the first day the child attends school. **After closing, a copy of the settlement statement must be submitted to school within 10 days.**

RE: Students currently enrolled only – we will accept a current Duke or utility bill to “change” an address.

If you have any questions, please contact Donna Bella at 574-3200.

Revised 5/15/15

REGISTRATION

PLEASE BE ADVISED THAT WE CANNOT ACTIVATE STUDENTS IN OUR COMPUTER UNTIL ALL PAPERWORK IS COMPLETE.

DOCUMENTS AND INFORMATION NEEDED FOR ENROLLMENT:

1. Student's original Birth Certificate or Passport.
2. Copy of the driver's license of the student's parent/legal custodian (for photo identification purposes).
3. Proof of residency (see other side for requirement details). In addition, you need to inform the school district if your residency changes. Please be aware that the school district has the right to investigate residency and act accordingly.
4. Custody papers (if applicable). Child/children must attend school in the school district where the custodial parent resides. The custodial parent must provide the court stamped/certified custody paperwork, which shows that he/she is the "residential" custodian. Please bring the entire document.
5. In the event that a biological parent is deceased, provide a copy of the death certificate.
6. Proof of immunizations.

IMPORTANT

If your child currently receives special services (has an Individual Education Plan - I.E.P. - or Section 504 Plan), please bring your copy with you at time of registration.

Thank you.

NOTE: Although this registration may be for a former Oak Hills student, we follow the entire procedure as if it is a new registration.

If you have any questions, please call Donna Bella at 513-574-3200. Thank you for your cooperation.