

FOR CHANGE OF ADDRESS WITHIN THE DISTRICT
CHECKLIST

Proof of Residency **INCLUDING** a notarized Residency Affidavit, **PLUS:**

FOR HOME OWNERS:

- A current mortgage payment book or statement **AND** a recent utility bill naming the parent/guardian as the homeowner.

FOR LEASE HOLDERS OF APARTMENTS OR MOBILE HOMES:

- A lease from the landlord, naming the parent/guardian, and the name, address and phone number of the landlord. (If a lease is not issued, a letter from the management, on company letterhead, naming the parent/guardian will be accepted), **AND** a recent utility bill.

PLEASE NOTE: We check all leases with the building department, leading agents and/or property owners for accuracy. You must be on file as a tenant at the building department.

FOR PARENT/GUARDIAN LIVING IN A SINGLE DEWELLING WITH ANOTHER RESIDENT

ALL OF THE FOLLOWING ITEMS ARE REQUIRED:

- A notarized Residency Affidavit completed by the parent/guardian;
- One piece of business mail showing the said address;
- A notarized *Owner/Tenant Affidavit* completed by the **homeowner** accompanied by a mortgage payment book or statement/lease **AND** a recent utility bill.

- For residents of the City of Bedford and Oakwood Village, a *Certificate of Residency* is also needed. For residents of Bedford Heights and Walton Hills, and Occupancy Permit naming the homeowner, and additional occupants, is needed. This can be obtained from the city's Building Department.**

PLEASE NOTE: *We check all leases with the building department, leasing agents and/or property owners for accuracy.*

DIVORCE/CUSTODY

- If there has been a divorce, legal separation or any custody changes, state law requires that paperwork needs to be presented at the time of your appointment in order for the address to be changed and transportation continued.

You must call to schedule an appointment
440.439.1500 ext. 3700

Appointment date _____ Time _____

Bedford City School District

RESIDENCY AND CUSTODY AFFIDAVIT



For the purpose of establishing school residence and custody (To be completed by parent or legal guardian)

SIGN ONLY AFTER CAREFULLY READING AND SIGNING IN THE PRESENCE OF A NOTARY.

THE UNDERSIGNED, FIRST BEING DULY SWORN ACCORDING TO LAW, STATE THAT:

I, _____, certify that I am the custodial parent/legal guardian of _____
(Parent's or Legal Guardian's Full Name) (Student's Name)

and that I have established residency at _____
(Street Number Name, Apt. #) (City) (State) (Zip Code)

Date of Occupancy _____ Lease End Date (if applicable) _____

I, _____, certify that I am a resident of the above residence located within the Bedford City School District. The registrar has explained to me that legal residency is determined by certain conditions, among them are that mail delivery, voting residence, and payroll city tax deductions are based on the Bedford City School District address and also, that the residence where meals are taken and where the resident parent sleeps must be the Bedford City School District residence. Photo identification, such as an Ohio Driver's License with your most recent address, is required for identification.

List the names of ALL people, both adults and children, who reside at the above address. Also please indicate their school (if applicable) and "status" (i.e. homeowner, lessee, renter, parent, guardian, student, preschooler, grandparent, etc.) Attach a separate piece of paper, if needed.

Last Name	First Name	School (if Applicable)	Last Name	First Name	School (if Applicable)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please read each statement and then place your initials to the left of the statement.

- _____ I/we certify that the information provided in this document and registration packet is true and no information has been withheld, concealed, or misrepresented for the purpose of circumventing the school attendance laws of the State of Ohio in order to enroll named students in the Bedford City School District.
- _____ I/we understand that I/we are responsible for informing school officials of any change(s) in the residence of any parent, legal guardian, or other responsible adult. If I change my present address to another address that is within the Bedford City School District, I will immediately file another residency and custody affidavit with the Board of Education of the Bedford City School District. I further understand that if the above noted address ceases to be my legal residence and my new residence is outside the boundaries of the Bedford City School District, I will withdraw my child(ren) from the district and will enroll my child(ren) in the new district of residence.
- _____ I/we are also responsible for informing school officials of any changes to the legal custody or guardianship of the child(ren).
- _____ I/we have provided the Bedford City School District with an official copy of any and all current court orders from the Domestic Relations, Juvenile, Probate or any other court which has exercised jurisdiction over the custody or residency of the children being enrolled as per Ohio Revised Code 3313.672.
- _____ I/we acknowledge the student who is being registered has not been expelled or excluded from any other school pursuant to O.R.C. Sections 3301.121 and 3313.662.
- _____ I/we understand that if the student attends school while not being eligible to do so tuition free, **the student and all responsible parties will be liable for tuition** at a rate set by the Ohio Department of Education according to the Ohio Revised Code 3317.08 (the current tuition rate for the year) plus interest at a rate of 1.5% per month, administrative costs, court costs, and any attorney fees incurred in the collection of those sums and the student will immediately be withdrawn from the Bedford City School District.
- _____ I/we understand that the Bedford City School District may use whatever legal means it has at its disposal to verify my residency. I/we hereby waive my rights to confidentiality of information relative to my/our residence and give permission to the Bedford City School District, the City Tax Administrator, and the Regional Income Tax Agency (RITA) to release selected information such as name, social security number and current and former addresses to confirm or deny my residency for the current or prior years.

NOTE: Be sure you have read this statement carefully before you sign. Giving false information under oath is punishable as a criminal offense under the Ohio Revised Code 2921.13 and 2921.21, a misdemeanor of the first degree with a maximum fine of \$1,000 and/or a jail term of six months. In cooperation with the City Prosecutors, each violation may be thoroughly and vigorously prosecuted.

Signature(s)

Parent/Legal Guardian/Custodian _____ Social Security # _____
Student (18 years of age or older) _____ Phone number: _____

County of Cuyahoga :

SS

State of Ohio :

Before me, a Notary Public of the State of Ohio, came the above-named who said that he/she/they did understand the statements set forth above and did adopt said statements and the information herein as his/her/their own, as true to the best of his/her knowledge of the consequences and penalties of falsification, and did affix his/her signature in my presence.

This _____ day of _____ 20_____

Notary Public

Expiry Date: March 1, 2011

Bedford City School District

OWNER/TENANT AFFIDAVIT

O.R.C. 3313.64

(Complete only if you are a parent living with another resident.)



I, _____ certify that I am the (circle one) owner / tenant of the
home/apartment located at _____, OH _____
(Address) (City) (Zip Code)

I further certify that the below listed tenants have established permanent residence in the aforementioned residence/apartment with me and, to the best of my knowledge, are not maintaining a separate residence elsewhere. Attach a separate piece of paper if needed.

(Adult and Relationship)

(Child and Relationship)

(Adult and Relationship)

(Child and Relationship)

(Adult and Relationship)

(Child and Relationship)

(Child and Relationship)

Please read each statement and then place your initials to the left of the statement.

_____ I understand that it will be my responsibility to notify the Bedford City School District Registration (440-439-4395) when the above-named family no longer resides in my home/residence.

_____ I understand that should any of the above statements be false, I am liable for any penalties including, but not limited to, the collection of any money owed for tuition purposes for which the law provides under the pertinent criminal code (the current tuition rate for the year) plus interest at a rate of 1.5% per month, administrative costs, court costs, and any attorney fees incurred in the collection of those sums.

_____ I agree to and stipulate that the Bedford City School District may use whatever legal means it has at its disposal to verify my residency, including having an attendance officer visit my home to ensure that the family named above resides at this address.

NOTE: Be sure you have read this statement carefully before you sign. Giving false information under oath is punishable as a criminal offense under the Ohio Revised Code 2921.13 and 2921.21, a misdemeanor or the first degree with a maximum fine of \$1,000 and/or a jail term of six months. In cooperation with the City of Bedford, each violation may be thoroughly and vigorously prosecuted.

Signatures:

(Signature of Owner/Tenant) (Soc. Sec. #) (Date)

(Printed Name of Owner/Tenant) (Phone Number of Owner/Tenant)

State of Ohio, _____
SS: _____

County of Cuyahoga _____

Before me, a Notary Public of the State of Ohio, came the above-named who said that he/she they did understand the statements set forth above and did adopt said statements and the information herein as his/her/their own, as true to the best of his/her knowledge of the consequences and penalties of falsification, and did affix his/her signature in my presence.

This _____ day of _____, 20_____

Notary Public