



**FIELD LOCAL SCHOOLS  
RESIDENCY INFORMATION FORM**

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C. 42 § 11431 et seq. Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student's Name(s)	Date of Birth	Age	Grade
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City

Phone: \_\_\_\_\_ Additional Phone: \_\_\_\_\_

Please answer the following questions:

1. Is this student's home address a temporary living arrangement?  Yes  No
2. Is this a temporary living arrangement due to loss of housing or economic hardship?  Yes  No
3. Is this student in temporary or emergency foster care placement?  Yes  No
4. As a student, are you living with someone other than your parent or legal guardian?  Yes  No

If you answered YES to any of the above questions, please complete the remainder of this form. Residency Affidavit is **NOT** required.

If you answered NO to all the above questions, you may stop here. **Residency Affidavit is required.** Please complete the last two pages and provide proofs of residency – must be notarized.

1. When did you lose permanent housing? \_\_\_\_\_

2. Last permanent address: \_\_\_\_\_  
Street Address City

3. Where is this student currently living? (check box)

In a motel/hotel. Name of motel/hotel: \_\_\_\_\_

In a shelter. Name of shelter: \_\_\_\_\_

Transitional Housing. Name of transitional housing: \_\_\_\_\_

Group Home. Name of group home: \_\_\_\_\_

Temporary/emergency foster home  With more than one family in a house or apartment

Moving from place to place  In a location not designed for sleeping accommodations such as a car, park or campsite.

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4. Are you safe where you are staying?  Yes  No

5. Have you contacted Homeless Hotline and/or are you on any housing waiting list?  Yes  No

6. With whom does the student currently live: (check box)

Both Parents

One Parent (mark which one)  Mother  Father

One parent and another adult (mark which parent)  Mother  Father

A relative (specify which i.e., grandmother) \_\_\_\_\_

Friends or other adults (please identify) \_\_\_\_\_

An adult who is not a parent or legal guardian (please identify) \_\_\_\_\_

7. At this time, what is the greatest need for your child? (Check all that apply)

School Supplies  Help for behavior improvement  Medical referral/immunizations  Transportation

School Clothing  Referral for food assistance  Mental Health/counseling referral  Help with academics

Other – please describe: \_\_\_\_\_

Are you a student under the age of 18 and living apart from your parents or guardians?  Yes  No

**Residency and Educational Rights**

Students without fixed, regular, and adequate living situations have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day.
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento Liaison at (330)673-2659 or the State Coordinator at (614)-387-7725.

By signing below, I acknowledge that I have received and understand the above rights.

\_\_\_\_\_  
Signature of Parent/Guardian/Unattached Youth Date

\_\_\_\_\_  
Signature of McKinney-Vento Liaison Date

**Office Use Only** - Food Services contacted \_\_\_\_\_  
Date

Transportation Contacted \_\_\_\_\_ Home District \_\_\_\_\_  
Date

**INSTRUCTIONS – SWORN RESIDENCY AFFIDAVIT**

**INSTRUCTIONS – REQUIREMENTS for SWORN RESIDENCY AFFIDAVIT**

1 – Sworn Residency Affidavit completed and signed by all parties *in the presence of a notary*.

2 – Proof of Residency of person you are moving in with:

- Driver's license or State Picture I.D./Other I.D.; and
- The item(s) listed below:
  - Homeowner –
    - print-out from county auditor website indicating ownership; or
    - property tax bill or receipt showing ownership; or
    - mortgage bill or receipt showing ownership
  - Home or Apartment Renter –
    - Signed copy of lease; and
    - Landlord/rental agent's contact information (name, address, telephone); and
    - All residents must be listed on the lease or addendum to lease (signed by landlord and tenant(s))  
(lease/addendum must show the parent/legal guardian in the family enrolling the student has, in fact, been added to the lease as an occupant in the dwelling); and
    - If the lease is month to month – must include a letter from the rental agent verifying current occupancy
- Current utility bill showing owner's/lessee's name and address

3 – Proof of Residency of parent/legal guardian of child(ren) being enrolled:

- Driver's license or State Picture I.D.; and
- Certified change of address form by the U.S. Postal Service, in parent's/guardian's name, that shows such change of address has been processed through the USPS; and
- A piece of mail bearing a current/recent postmark from a business that has been mailed to you and delivered to your new Field Local SD address (i.e. bank, insurance company, doctor, employer, utility company, cell phone bill, etc.). If needed, you may have one (1) week to provide the piece of mail; or
- Other proof of residency, such as voter registration, motor vehicle registration, etc.

4 – If employed, a letter, on company letterhead, stating you have changed your address to the Field Local address where you are residing.

**Note: submitting the above information does not guarantee enrollment of your child(ren). Once the information is submitted, it will be reviewed to determine whether you meet the requirements for residency under Ohio law. You may be asked to submit additional information/documentation.**

**NOTE TO PARENTS OF ATHLETES:**

If your student athlete enrolls and participates under false pretenses, Field Local athletic teams could be forced to forfeit games based on playing of an ineligible player.

**SWORN RESIDENCY AFFIDAVIT**

Homeowner/Lessee and Parent/Legal Guardian sharing the residence **must appear in person and at the same time** to complete and sign this form.

**OWNER or RESPONSIBLE LESSEE of RESIDENCE**

I, \_\_\_\_\_, certify that I am the legal resident of the dwelling located at:

Street Number / Street Name \_\_\_\_\_

City / Zip Code \_\_\_\_\_

- I certify all persons listed below actually reside at this address with me and, to the best of my knowledge, do not maintain a residence elsewhere.

\_\_\_\_\_

\_\_\_\_\_

- I understand that if the residency information I am certifying proves to be false, I may be liable for any and all penalties and/or liabilities for which the law provides under the criminal code and/or civil law. I understand that these penalties may include an obligation to pay tuition charges for the unauthorized attendance in school of children whose parent(s) do not reside with me, as I have stated in this document.
- Valid for the current school year only. I must provide a new Residence Affidavit for each school year, prior to the start of school as long as this living arrangement continues. I give consent for the school district to use any legal means to verify my residency. I hereby give my permission for release of information concerning my residency from employers, realtors, rental offices, landlords and/or utility providers.
- In order to maintain the integrity of leasing laws governing the number of occupants under one roof, the legal agreements between my lessor and me, and for my own protection, I have informed or will inform my rental office that I am permitting or intend to allow the person(s) listed above to reside with me.

<b>REQUIREMENT:</b> You must provide a complete lease or addendum to lease (if you rent) which shows that at least the PARENT / LEGAL GUARDIAN in the family enrolling the student has, in fact, been added to your lease as an occupant in the home	Lease
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\_\_\_\_\_  
Signature of Owner / Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
(Driver's License # & State)  
\_\_\_\_\_ Copy Attached

Sworn to and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Ohio

**SWORN RESIDENCY AFFIDAVIT**

**PARENT/GUARDIAN of ENROLLING STUDENT(S)**

I, \_\_\_\_\_, the parent / legal guardian of the student(s) listed below do hereby certify that I have established residency on a 7-day per week basis at the above address in the Field Local School District.

- I give permission for the school district to verify, by any legal means necessary (including random visits by the District attendance officer), that I am living at this address.
- If this statement or any of the information/documentation submitted proves to be false, I understand that I am liable under the criminal code and/or civil law for any penalties and/or liabilities the law permits. I understand that these penalties and/or liabilities may include an obligation to pay tuition charges for the unauthorized attendance in school of my child(ren).
- If I move out of the District and fail to report my move and take no action to withdraw this student or students, I agree to pay the current tuition costs to cover the days my child(ren) attended Field Local Schools illegally.

<u>Child(ren) Residing in Home</u>	<u>Date of Birth</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_ Proof is attached that the above address is my only residence (ex., utility/other bills in my name, payroll docs, etc. showing address)

\_\_\_\_\_  
Signature of Residing Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
(Driver's License # & State/Other ID)  
\_\_\_\_ Copy Attached

Sworn to and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Ohio

**Any change in residence must be immediately reported to the school district.**

**Note: submitting the above information and/or sworn Affidavit does not guarantee enrollment of your child(ren). Once the information/Affidavit is submitted, all information and documents will be reviewed to determine whether you meet the requirements for residency under Ohio law. You may be asked to submit additional information/documentation.**