

**Items Required for CURRENTLY ENROLLED Students
Parent/Guardian Checklist**

Please provide the following residency information if you were on a lease that has expired or residency affidavit.
These items will need to be uploaded directly to the parent's existing PowerSchool account:

- ☐ **Complete all five (5) PowerSchool forms: General forms tab (A, B, C, D, & E)**
- ☐ **First Proof of Residency Documents that include the parent/guardian's name and address.**
Applicable to:
 - Families currently residing in the Licking Heights district on a lease and it is expiring or will be expiring soon
 - Families living with friends or relatives who reside in the Licking Heights District, you will need to provide a Residency Affidavit each school year
 - ☐ Full copy of current lease, including community name (for apartments), lease start and end dates, leaseholder and occupant names, and signature page (You must live in the rental before the student can attend). If the lease we currently have is month to month you will need to provide a current utility bill every three months. **An apartment or house lease must list the parent/guardian and the student(s) as occupants.**
 - ☐ Residency Affidavit for families living with home owners who reside in our district **(The owner and parent both need to provide a utility bill from the list below)**
- ☐ **Secondary Proof of Residency that must include the parent/guardian's name, address, and date.**
 - ☐ A current gas, water, electric or trash bill
 - ☐ A voter registration card with the Licking Heights School district address (doesn't need to be dated)
 - ☐ Change of address from the USPS (doesn't need to be dated - can be completed at usps.com)
 - ☐ Any government mailing (including notifications from Job and Family Services)

If you have any new or updated custody documents, you are required to give a copy to the school building.

- ☐ **Custody Documentation, all pages court stamped and signed**
Applicable to:
 - Residential parent, Grandparent Caretakers, Guardianship
 - Paternity Acknowledgement (unmarried parents) Under Ohio law, the unmarried female who gives birth to the child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. Assuming the father is on the birth certificate, he is considered the child's natural father. Being the "natural father" under law means that a child can legally enroll in the school district in which the father resides. See R.C. 3313.64. Also, the father would have rights under the Family Educational Rights and Privacy Act to access all "education records." He will not be the "legal custodian" and cannot make decisions or sign permission forms on behalf of the child, so mom will need to complete the actual process of enrollment and designate dad as an emergency contact, etc.
 - Child Welfare Agencies (foster-placed child(ren))

If your student had immunizations that were updated over the summer please upload a new copy to PowerSchool.

- ☐ **Immunization Record**