

DETAILED RESIDENCY VERIFICATION INFORMATION

Residency will be verified on Back-to-School Registration Day in August and may be periodically verified throughout the school year.

(1) WHAT TO DO IF: **You own your home or have a current lease in your name.**

Provide a copy of your lease/rental agreement or mortgage statement/property deed PLUS at least one utility bill dated within the last 30 days with the address of the residence printed on the document. Copies will be made by the district. We will accept utility bills sent to you via email, provided they include your name, mailing address that matches your lease and is dated. **Cell phone bills are not considered utility bills.**

(2) WHAT TO DO IF: **You live with another individual and your name is not on the lease/rental agreement or mortgage statement/deed.** * (see * below)

Parent/legal guardians who are living with another individual and do not have a lease/rental agreement or mortgage/property deed in their own name will be required to have the person whose name is on the documentation attend Registration Day with them to complete required paperwork.

The homeowner/lease holder must sign an affidavit that both the parent/legal guardian and student reside at their residence and provide a copy of the lease/rental agreement or mortgage statement/property deed PLUS at least one utility bill dated within the last 30 days (see requirements in section (1) above). Parent/legal guardian must also provide a utility bill that meets the requirement in section (1) above. Both individuals will be asked to provide additional residency documentation throughout the school year.

** In some cases a "Landlord Acknowledgement Document" will be required from the owner of the property to tell the school district that permission has been given for the parent/legal guardian and student to live at the specified address without being named on the lease. * In some cases the school district may contact landlord to verify residency information.*

(3) WHAT TO DO IF: **You have a document from a governmental agency rather than a lease/rental agreement.**

An official document from a governmental agency (HUD, Lucas County Housing Authority) in your name may be used in place of a lease/rental agreement. A current utility bill is also required per the instructions listed in section (1) above.

Failure to provide requested residency documentation prior to the first day of school may mean a student will not be able to begin the school year.

IMPORTANT LEGAL INFORMATION ABOUT SCHOOL DISTRICT RESIDENCY: According to the Ohio Revised Code, a child must attend school in the district where the parent/legal guardian resides and school districts have the right to request verification of legal residency. Parents/legal guardians are responsible to verify and prove residency and to inform the school district of any address change within OR outside of district boundaries at any time. **The district may request residency verification documentation throughout the school year and parents/legal**

guardians are required to provide requested documentation in the timeline specified in order for child(ren) to remain enrolled in school.

Giving false or inaccurate information for the purpose of enrolling students without paying tuition is a criminal offense. If a determination is made that there was an attempt to defraud the district, Maumee City Schools will seek restitution for tuition and legal fees from the party or parties responsible. (**Tuition is determined by the State of Ohio, fluctuates annually, and is approximately \$9,000 per student.**) The school district may also file charges to prosecute and recover reimbursement for tuition as well as legal fees from the party or parties responsible.