

# WOOSTER CITY SCHOOL DISTRICT

## Proof of Residence Requirement for Registration OR Change of Address

Effective April 2008

Proof of residence for registration or for a change of address **MUST** be obtained from the student's parent(s)/guardian(s). This includes all current residents as well as families moving into and within the Wooster City School District.

Phone calls requesting address changes will not be accepted. There are no exceptions.

All items submitted must include name and full address of parent(s)/guardian(s) and must be current. Documents with post office box only will not be accepted. Only the following legal documents will be accepted:

- Deed
- Mortgage Statement
- Building Permit
- Rental Agreement
- Property Tax Statement
- Voter Registration Card
- Completed and Notarized Residence Verification Affidavit

The proof of residence requirement is in compliance with Ohio Revised Code\* and Ohio Administrative Code\*\* and is aligned to the Wooster City School District's Board of Education Bylaws and Policies. The requirement is not subject to interpretation. Utility bills will no longer be accepted.

The above documents must contain the name, address and phone number of the issuing person, business or governmental agency as well as the residential parent(s)/guardian(s) name, address and phone number.

Parents should black out all account, balance and other personal information. A copy of an original document will be provided for the parent to black out if necessary. All original documents will be returned.

If you have questions or concerns, please contact your child's school or the Wooster City School District central office at (330) 264-0869, ext 241 or ext 248.

\*R.C. 2152.18, 3313.48, 3313.533, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66  
R.C. 3313.672, 3313.90, 3313.97, 3313.98, 3313.08, 3317.081, 3321.01(B), 3321.03  
R.C. 3323.141, 3327.04, 3327.05, 3327.06, 5139.05

\*\*A.C. 3301-42-01