

AFFIDAVIT CHECKLIST

“Custody”

DO NOT SEPARATE THIS CHECKLIST FROM YOUR AFFIDAVIT PACKAGE

- This affidavit must be completed and **notarized**.
- As proof that you have initiated legal proceedings for custody, as the affidavit states, you must provide **court papers, which are date-stamped by the court** and signed by the court’s representative showing that your custody case has been submitted and accepted as a case by the court and a copy noting a hearing date for the custody changes.
- You must provide **Proof of Residency** for the Springboro School District resident with whom the child/children will be residing. This should consist of the mailing portion of a water, phone, electric, or cable bill, or signed closing papers on your house. Residency proof must show the name and address. ***(Driver’s licenses, checks, bank and insurance statements are not acceptable.)***

Additional reminder **after your custody case has been processed in court:**

- Within 60 days** after your initial affidavit is provided to the school, you must provide a copy of the court papers signed by a judge or magistrate, showing that the case has been processed in the court and that custody has been granted. **Failure to provide this document in the time frame provided shall result in the withdrawal of the student(s) and you shall be responsible for tuition for the period of enrollment.**

INFORMATION NEEDED FOR ENROLLMENT

The above documents must be submitted to your child’s school building office for review. Once approved, you may enroll your child(ren) **with these signed documents plus the following:**

- **CHILD’S ORIGINAL BIRTH CERTIFICATE**
- **CHILD’S SOCIAL SECURITY CARD**
- **CHILD’S IMMUNIZATION RECORD**
 - **DPT** (diphtheria, pertussis, tetanus) 4-5 shots. If 4th shot was given before age 4, child must have the 5th DPT booster. **Polio** 3-4 doses. If the 3rd dose was given before the child’s 4th birthday, child must have the 4th dose. **MMR** (measles, mumps, rubella) 2 doses. The 1st dose must be after age 1 year and the 2nd dose must be given at least one month after the 1st dose. **(Note: The 2nd MMR is still required of current 7-12 grade students.)** **Varcilla** (chicken pox) 1 dose must be administered on or after the 1st birthday. **HepB** (hepatitis B) 3 doses. The 1st dose can be given any time after birth. The 2nd dose must be 30 days after the 1st dose. The 3rd dose must be given 6 months after the 1st dose.
- **PROOF OF RESIDENCY**
We will accept the mailing portion of your water, phone, electric or cable bill, lease agreement or closing papers on your house. Proof must show name and address. **(Driver’s licenses, checks, bank statements and insurance documents are not acceptable.)**
- **GUARDIANSHIP OR CUSTODY PAPERS (If Applicable)**