

AFFIDAVIT CHECKLIST

“MOVING INTO DISTRICT”

**DO NOT SEPARATE THIS CHECKLIST
FROM YOUR AFFIDAVIT PACKAGE**

- The affidavit must be completed and **notarized**. Note that in signing this affidavit, you agree to pay tuition if you do not move into the district within 90 calendar days of the date the student begins attending school. Tuition will be charged beginning the 91st calendar day.
- You must provide a letter, written by your builder (on his letterhead) or a signed purchase agreement from your realtor, stating and confirming the address and estimated occupancy date of the house you are purchasing.

Additional reminder after you have moved into your new residence:

- After you have moved into your new residence, you must provide **Proof of Residency** to the Student Registration Office. This is necessary before bus service for your child(ren) can be initiated. Normally, this proof consists of a cable bill addressed to you at your new home, since this is often one of the first bills you will receive citing your name and new address. It may also consist of the mailing portion of a water, phone, or electric 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.)

INFORMATION NEEDED FOR ENROLLMENT

The above documents must be submitted to the Student Registration Office, 1605 S. Main Street, Springboro for the Registrar's review and signature. Once approved you may then 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** (mailing portion of water, phone, electric, or cable bill, or signed closing papers on your house. Such proof must show name and address. Driver's Licenses, checks, and bank statements are not acceptable.)
- ◆ **GUARDIANSHIP OR CUSTODY PAPERS**, if applicable.