

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 the Student Registration Office, 1605 S. Main Street, Springboro for the Registrar’s review and signature. 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)**