

AFFIDAVIT CHECKLIST

“LIVING WITH”

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

- The affidavit must be completed by the parent/guardian of the student and **notarized**.
- You must provide a notarized letter written and signed by the Springboro Schools District resident with whom the parent/guardian and child(ren) will be residing, stating that the parent/guardian and the child(ren) will be living with him/her and indicating the address where they will be residing. This letter **must be notarized**.
- You must provide **Proof of Residency** for the Springboro School District resident with whom the parent and child(ren) will be residing. Normally this proof consist of the mailing portion of a water, phone, electric, or cable bill, or signed closing papers on the residence. 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, bank and insurance statements are not acceptable.)
- ◆ **GUARDIANSHIP OR CUSTODY PAPERS**, if applicable.