



Groveport Madison Schools District Service Center

4400 Marketing Place, Suite B

Groveport, OH 43125

614-491-8288

gocruisers.org

STUDENT ENROLLMENT REQUIRED DOCUMENTS CHECKLIST

Thank you for choosing Groveport Madison School District. We've created the checklist below to make it easy for families to gather the documents needed to enroll or re-enroll a child in our district.

- Birth Certificate**
- Valid photo ID of the custodial parent/guardian**
- Custody Documentation** (whichever applies to your circumstances)
 - Final Divorce Decree/Shared Parenting Plan
 - Grandparent Power of Attorney
 - Temporary Order/Emergency Order of Custody naming a specific guardian
 - Military Power of Attorney
 - Individual Child Care Agreement (ICCA) and Judgement Entry showing which school district bears the cost of tuition
 - Proof of Guardianship

ALL custody documents must be court signed and date/time stamped for school placement. We do not accept any notarized statements.

- Immunization Records**
- TB test results** (**REQUIRED** if the student was born in a country outside of the United States or if they have left the United States for three (3) months or more within the last year). **Test results must show whether the result was positive or negative and how many millimeters the induration is.**
- Current IEP/MFE/ETR/Gifted Identification** (for students requiring special education services)
- Last grade card or unofficial transcript** (required for all students in grades 8-12)



Current utility bill (dated within the last 30 days) in the name of the homeowner/leaseholder*

Acceptable utility bills in the name of the homeowner/leaseholder:

- Water bill
- Gas bill
- Electric bill
- Cable/Internet bill
- Landline phone bill



Current mortgage statement (dated within the last 30 days) OR current lease (all pages and signed by all parties) in the name of the parent/guardian or owner of the residence*

*** If the legal parent/guardian is currently legally married to the lease/mortgage holder, they may provide a marriage license in place of the residency verification form (see below).**

NOTE: If the parent/guardian is using a month-to-month rental/leasing agreement, they must provide a typewritten statement on business letterhead from the landlord at the time of enrollment. The statement must have the signatures of all parties and include the terms and conditions of the lease, the landlord's contact information, the address of the rental location, the parent's/guardian's name, how long the parent/guardian has been on a month-to-month basis, and the current date.

*** If the parent/guardian is NOT the leaseholder/mortgage holder, they must obtain a Residency Affidavit available at www.gocruisers.org/enrollment.aspx.**



Residency Affidavit (only applicable if the lease/mortgage is not in the name of the parent/guardian)

- **Part 1:** This form must be completed, initialed, and signed by the parent/guardian, then must be signed and stamped by a notary public.
- **Part 2:** This form must be completed, initialed, and signed by the owner/leaseholder, then must be signed and stamped by a notary public.
- **Proof the parent/guardian was added to rental/lease agreement via:**
 - A new rental/lease agreement showing parent/guardian was added **OR**
 - A typed statement **on letterhead** from the landlord indicating the date the parent/guardian was added to the rental/lease agreement, which is signed and includes the landlord's contact information.



Current Bill (dated within the last 30 days) in the name of the parent/guardian (if on a Residency Affidavit)

Acceptable bills if on a Residency Affidavit and no utility bills in the name of the parent/guardian:

- Car payment
- Phone bill
- Cable/Internet bill
- Credit card statement
- Insurance statement
- Social Security statement / Job & Family Services statement

FREQUENTLY ASKED QUESTIONS

Q - My child's previous school has a copy of their shot records, birth certificate, custody papers, report card/transcripts, and more. Can't you get copies from the school?

A - No. Many times, the previous school staff does not send your child's records promptly. You are **REQUIRED** to submit a birth certificate, immunization records, custody papers (if applicable), and a copy of a transcript of high school students (if applicable) in order to complete the enrollment process.

Q - We just moved, and we won't receive a utility bill for a month. What document(s) should we use to prove residency?

A - We will accept verification from the utility company that you have had the utilities turned on at your new address. Please contact the utility company (gas, electric, water) and ask for documentation that clearly has the utility company name on it as well as your name and address. This required documentation is in addition to providing a copy of your lease or mortgage.

We're excited you're joining us at Groveport Madison Schools. Should you have questions or need additional information, please contact our Welcome Center at 614-491-8288.