



Mayfield City Schools
REQUIRED DOCUMENTS

PRIMARY HOUSEHOLD

Must provide one of the following:

- a. ____ Proof of Homeownership (i.e. mortgage bill, tax bill, homeowner's insurance, purchase agreement with closing date)
- b. ____ Signed Rental/Lease Agreement- with beginning and ending dates and listing all occupants

Must provide one of the following:

- a. ____ Proof of Residency - a current utility bill (gas, electric, water or sewer), pay stub or bank statement

Required only if living with relative or friend

- a. ____ Residency Affidavit must be signed and Notarized along with 2 proofs of owner's residency as indicated on the form

PARENT/GUARDIAN

Must provide the following:

- a. ____ Personal identification for parent/guardian in the form of a picture ID (i.e. driver's license, passport, Visa)
- b. ____ Original legal guardianship and/or custody papers (if applicable)

STUDENT

Must provide all of the following:

- a. ____ Child's Birth Certificate - must be original or certified copy. If not in English, must provide a translated copy.
- b. ____ Health Questionnaire
- c. ____ Immunization Records

Optional form:

- d. ____ Physicians report (filled out by physician) – We do not require this physical form but we do require Immunizations

Mayfield City Schools

Registration Guidelines

All registrations are subject to verification and investigation through our Residence Verification Process

- Non-Residents who falsify documents during registration will have their children withdrawn from Mayfield Schools, will be billed tuition costs, and will face prosecution under applicable laws.**

Residency:

- The student and legal guardian(s) must be legal residents of the Mayfield School District in order for a student to attend Mayfield City Schools. **Your legal residence is defined as the place where important family activity occurs during significant parts of each day; a place where the family eats, sleeps, works, relaxes, and plays.**
- Proof of residency **must** be provided at the time of registration. Residents must provide an original signed lease or rental agreement listing all occupants **or** in the case of owning your home, purchase agreement, tax bill, home mortgage bill, or homeowner deed or home insurance **and also** a current gas, electric, or water bill. Other forms of proof may also be requested.
- If your lease expires during the school year, you must provide evidence that you have renewed the lease and continue to reside within the district. This will be checked annually.
- If on a month-to-month lease, we require a notarized affidavit from the landlord stating such with beginning and end dates. You will then be required to provide a current utility bill **each month**.
- Families enrolling in the Mayfield City School District must read and complete the Residency and Custody Declaration. Signing the form verifies that you are a current resident of Mayfield City Schools.
- Families who reside in another family's or relative's residence, must have that person complete a Residence Affidavit and have it notarized. The owner of the home will need 2 proofs of residency and the family registering will need to provide a bill that comes to the home address with their name on it.

Custody:

- In cases where there has been a divorce/dissolution, court approved signed custody papers with court stamp must be provided. The custody papers must indicate who has legal custody for school purposes. Any changes in custody must be reported to the school district immediately.
- Only the custodial parent or legal guardian may enroll a student in the Mayfield City Schools. Parent will be asked for photo ID. Proof of custody or guardianship must be provided at the time of registration. Natural parents must provide the original birth certificate. If your name is not on the birth certificate, a court document stating you are the natural parent must be provided.
- **Please note: Ohio Revised Code 3109.042 states that an unmarried female giving birth to a child is sole residential parent and legal custodian of the child until a court order is issued designating another person as the residential parent and legal custodian.**
- **Guardianship must be appointed and filed in the court system. Letters from family members, attorneys, etc. will not suffice as proof of legal guardianship.**