

**SOUTHWEST LOCAL SCHOOL DISTRICT
STUDENT CHANGE OF ADDRESS/CUSTODY
230 S. Elm Street, Harrison OH 45030
Phone: 513-367-4139 Fax: 513-367-2287**

<i>Office Use Only:</i>		
Student ID	Current School	New School
Date New Residency Verified		
Date Change of Custody Verified		
Date Form and Documents sent to school and Special Services		
Date Change Entered in DASL		
Date of Student Transfer in DASL (if applicable.)		

Student: _____ Grade: _____ Male Female
 Last Name First Name Middle Name

_____ Date of Birth (mm/dd/yy) _____ School Currently Enrolled

Has your address changed? Yes No Effective date of change _____

For all changes in address we will need a new Sworn Statement of Residency and verification of residency at your new address. A change of address may require that you transfer to a different school.

Current Address

Home Address: _____
 # Street Apt. # City Zip
 () _____
 Home Phone

New Address

Home Address: _____
 # Street Apt. # City Zip
 () _____
 Home Phone

Legal Guardianship

Has there been a change in legal guardianship Yes No Effective date of change _____

For all changes in custody, a copy of the court document must be provided.

Are you the natural/adoptive parent(s) of the child? Yes No **If no, what is your Relationship to the child?** _____

Is the child living with both natural parents? Yes No

Status of:
 NATURAL Parents: Married *Divorced Widowed *Separated Single Never/Married

If divorced, who has legal custody? Mother Father Shared Parenting

****FEDERAL LAW MANDATES THAT IF A CHILD IS NOT LIVING WITH BOTH NATURAL PARENTS, A COPY OF THE CURRENT DIVORCE/CUSTODY PAPERS MUST BE ON FILE WITH THE SCHOOL.***

If foster/guardian, provide the names of natural parents and the district where the natural parent(s) resided at the time you received custody?

	Name	District where natural parent resided when you received custody
Father		
Mother		

Note: A copy of the court order is required.

If foster/guardian, please list Case Manager/Court Liaison: _____

Case Manager/Court Liaison Contact Information: _____

Please fill out information on Father and Mother, including contact numbers, regardless of marital status

Circle: Father/Guardian/Foster Parent

Circle: Mother/Guardian/Foster Parent

Name: _____
 Address: _____
 Home Phone: (____) _____
 Cell/Pager: (____) _____
 Email: _____
 Name of Employer: _____
 Business Phone: (____) _____
 Step-Mother (if applicable) _____
 Work Phone: _____
 Cell/Pager: _____

Name: _____
 Address: _____
 Home Phone: (____) _____
 Cell/Pager: (____) _____
 Email: _____
 Name of Employer: _____
 Business Phone: (____) _____
 Step-Father (if applicable) _____
 Work Phone: _____
 Cell/ Pager: _____

Family Status

Siblings:

First Name	Last Name	Grade/Age

Other Contacts

Give names, addresses, phone numbers and relationship of two people that we might contact in an emergency and who have permission to pick up your child at school.

Name	Relationship	Phone #
Address		

Name	Relationship	Phone #
Address		

Please provide sitter/daycare information

Name	Phone #
Address	

Early Dismissal Plan – K-5 students only

It is your responsibility to keep your school and your child informed of any changes to the plan.

In the event school should be dismissed early, my child should do the following:

	Go to Daycare as usual.	
	Take the bus home as usual.	
	Walk home as usual.	
	My child will be picked up from school by :	
	My child is to ride the bus or walk to the following address:	
<i>Name</i>	<i>Relationship</i>	<i>Phone #</i>

Verification with Signature

Please note:

The change of address or changed of custody is complete **only** if the following items have been presented and verified by the District Office or Building Administration:

1. Proof that you reside at the new address and that this address is in Southwest Local School District
2. Proof that you are the legal custodial parent of this child (if divorced or guardian)
3. Photo I.D. of parent or guardian

I, the undersigned, do hereby state and declare under penalty of falsification (*) that I am the parent or legal guardian of the above named student and that this information is true and correct.

Parent/Guardian Signature

Date

(*) Falsification under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree.