

Enrollment – Proving Residency

Proof of residency shall be required for all newly enrolled students and any student whose address changes.

Residency includes the following: being physically present in a household for significant periods of time; where important family activities take place each day including sleeping, eating, working, relaxing and playing; where the parent receives mail or where the parent is registered to vote, if applicable.

Residency shall be established by providing an original, or copy, of one (1) item from this list:

<p>(1) Homeowner Deed A printout from the auditor’s website may be provided instead of a deed.</p>	<p>(6) Homeowner or Renter Insurance Statement dated within the last 12 months.</p>
<p>(2) Property Tax Statement dated within the previous year and be addressed to the parent at the residence.</p>	<p>(7) Gas/Electric/Water Statement dated within the last 30 days.</p>
<p>(3) Mortgage Statement dated within the previous 60 days and be addressed to the parent at the residence.</p>	<p>(8) Federal or state tax returns dated within the last 12 months.</p>
<p>(4) Rental Agreement signed by both the landlord and the tenant including the landlord's contact information.</p>	<p>(9) Any piece of mail dated within the last 30 days from the federal, state, or local government, such as Hamilton County Job & Family Services, Social Security, Child Support Enforcement Agency, etc.</p> <hr/>
<p>(5) Construction Contract include: (1) a sworn statement describing the location of the house to be built and stating the parent's intention to reside there upon completion; and (2) a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's sworn statement.</p>	

Note:

CPS accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents.

CPS does not accept any notarized statements as proof of residency.

Questions? Contact CPS’ Customer Care Center, (513) 363-0123