#### Ohio Department of Education Center for Quality School Choice and Funding

#### Request to Change School District Responsible for Payment of Tuition Pursuant to Ohio Revised Code 2151.362

To be completed by the school district initially or most recently named by either order of the juvenile court or the Ohio Department of Education (ODE) as the district responsible for payment of education costs of court-placed students.

### Section I – School District Information—No Abbreviations

District of Residence Named in Court/ODE order	County	IRN					
Complete Street Address							
Current District of Residence	County	IRN					
Complete Street Address							
Educating District	County	IRN					
Complete Street Address							
Section II – Parent/Student In	formation						
Student Name	Birth Date						
Does the student have a valid	IEP? Yes No						
Parent Name							
Address in Former District of Residence <sup>1</sup> Address in Current District of Residence <sup>2</sup>							
Date Parent(s) Moved from Fo	ormer District of Residence to Current District of Residence						
Documentation from County At attached <sup>3</sup>	uditor or Department of Taxation indicating school district where current district	of residence is located					

## Section III – Juvenile Court/ODE Information

Initial court order or most recent determination by ODE attached. (Required)  $\Box$ 

Most recent determination made by: Court 
ODE 
ODE

<sup>&</sup>lt;sup>1</sup> Include full street address, city, state and zip code

<sup>&</sup>lt;sup>2</sup> Include full street address, city, state and zip code

<sup>&</sup>lt;sup>3</sup> Documentation must be attached from the county auditor's website or the Ohio Department of Taxation's website as proof the current address of the parent(s) is within the boundaries of the school district which ODE is being requested to name as responsible for the cost of educating the student. The Department of Taxation website address is: https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=SchoolDist

Rev 4/13 If most recent determination was made by a Court, complete information below:

Ohio Department of Education Form SF-DRC

Court issuing initial or most recent order to transfer custody of student	
Name of Judge/Magistrate Issuing Order	
Date of Initial Court Order	
Court Order Number	

# Section IV – Proof of Parent(s) Change of Residence<sup>4</sup>

Type of Proof: At least two (2) types of proof must be submitted. All items submitted must include name and full address of parent(s) and must be current (i.e., no older than 60 days). Documents with post office box only will not be accepted. Please refer to SF-DRC guidance for explanation of type of proof.

Utility bill (Electricity, gas, water/sewer, residence phone, cable/satellite TV) <sup>5</sup>
Real estate tax bill
Bank statement
Rent receipt with parent's current address included on receipt
Pay Stub
Lease Agreement
Documented affirmation of parent(s) address from district of residence where parent(s) currently reside
Notarized affirmation from parent(s) of current residence address
USPS return receipt from certified letter sent to parent(s) by district of residence filing Form SF-DRC
Written confirmation from the Department of Jobs and Family Services of the parent(s) current address
Written confirmation from a local law enforcement agency of the parent(s) current address

### Section V – Certification

I, the Superintendent, or Superintendent's designee, of the \_\_\_\_\_\_ School District attests to the best of my knowledge to the accuracy of the information and to the accompanying documentation in this request.

Superintendent/Designee Printed Name				Superintendent/Designee Signature						Date	
ODE USE ONLY											
ODE REGION	01 🔽 09 🗖	02 🔽 10 🗖	03 🔽 11 🗖	04 <b>1</b> 2	05 <b>[</b> 13 <b>[</b>	06 <b>1</b> 4	07 🔽 15 🗖	08 <b>1</b> 6			
Court Order/	ODE mod	lification	□  Cou	inty Audito	or/Taxatio	n 🗖 Two	o Proofs				

**Coordinator Approval** 

Date

<sup>&</sup>lt;sup>4</sup> Documentation to prove the request by the former district of residence that the parent(s) district of residence has changed must be attached

<sup>&</sup>lt;sup>5</sup> Two separate utility bills will satisfy the requirement for two types of proof.