

## RE-REGISTRATION AND RESIDENCY VERIFICATION FOR RETURNING STUDENTS FOR 2018-19

Online Re-Registration for Returning Students will be April 9 - 27, 2018

PARENTS AND/OR GUARDIANS WILL BE ALLOWED TO SUBMIT THEIR STUDENTS RE-REGISTRATION INFORMATION AND RESIDENCY VERIFICATION FROM HOME VIA OSSD PARENT PORTAL DURING EARLY REGISTRATION. PARENTS WITH JOINT CUSTODY WILL ALSO BE ABLE TO SUBMIT REGISTRATION ONLINE.

**IF GUARDIANSHIP OR CUSTODY FOR YOUR STUDENT(S) HAS CHANGED SINCE JULY 2017**, you **MUST BRING** the updated legal documentation to the school where your student is currently enrolled to update the student's file. {CUSTODY/GUARDIANSHIP PAPERS (IF APPLICABLE) The parent/legal guardian of a student must provide the school with the most recent custody/guardianship papers. A copy must be kept in the student cumulative file. The child must be living with the custodial parent/guardian per school board policy JBC (School Admission)}

**CUSTODIAL PARENTS OF STUDENTS ATTENDING OSSD WITH AFFIDAVITS WILL NOT BE ALLOWED TO SUBMIT REGISTRATION ONLINE.** THE PARENT AND/OR GUARDIAN AND THE RESIDENT THAT IS SIGNING THE AFFIDAVIT **WILL BE REQUIRED TO COMPLETE THIS DURING THE WEEK OF JULY 16-20 AT THE CENTRAL OFFICE.** THE NOTARIZED AFFADAVIT DOCUMENT WILL BE COMPLETED AT THIS TIME IN ADDITION TO PROVIDING TWO ACCEPTABLE PROOFS OF RESIDENCY FROM THE RESIDENT.

### FREQUENTLY ASKED QUESTIONS

#### What will I need to register online?

- All Phone Numbers and Email Addresses for Parents, Guardians, and up to 9 Checkout Contacts to update your student's records
- Two (2) Acceptable Proofs of Residency –Please refer to the second page for guidance on acceptable documentation.

#### What type of computer or device requirements are needed to register online?

To Submit online you must have access to an Internet-accessible computer that meets these requirements:

- Must use Google Chrome, Safari or Firefox Browser – *not Internet Explorer*
- Must have Capability for viewing PDF files
- You CANNOT use the Powerschool App to submit, use <http://pschool.ossdms.org>
- You CANNOT submit with iPhone, other mobile phone, Windows or Android tablet
- You can submit with iPads

#### Can I submit my Acceptable Residency Proofs online?

YES. ACCEPTABLE RESIDENCY PROOFS can be uploaded online through the Parent Portal.

- Please write your student's First and Last Legal Name(s) on the residency proofs if uploading electronic copies
- SAVE the 2 Proofs to Upload as: PDF, JPG, PNG, BMP, GIF, DOC or DOCX Files \*
- Address on the Proofs of Residency must match the home address provided for the student
- Residency Verification Documents can be submitted for one or multiple students through one transaction

#### What if I don't know how to submit my documents online?

For your convenience there is an instruction button that will direct you how to upload them.

If you still feel uncomfortable uploading them, you can submit all demographic and emergency information online then bring your ACCEPTABLE PROOFS OF RESIDENCY to the school that your student is currently attending.

## 2018-19 DOCUMENTS REQUIRED FOR RESIDENCY VERIFICATION

Residency may be determined in the following manner:

### 1. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered a through n below as verification of their address. All documentation must be current (**current being defined as within 30 days for bills**). A document with a post office box as an address **will not** be accepted.

<p style="text-align: center;">A minimum of <u>one</u> item should be a through g</p> <p>a. Filed Homestead Exemption Application form  b. Mortgage documents or property deed  c. Apartment or home lease  d. Current gas bill  e. Current water bill  f. Current electric bill  g. Cable Bill</p>	<p style="text-align: center;"><u>About Proof of Residency</u></p> <ul style="list-style-type: none"> <li>• Documents presented for residency verification must include the same address as the accompanying utility bill.</li> <li>• The bill must have the name and address of the enrolling parent/guardian.</li> <li>• In the event the spouse's last name on the proof of residency differs than that of the child, a copy of the marriage license must be provided.</li> <li>• A telephone/cell phone bill is <u>not</u> acceptable.</li> <li>• A contingency sales contract is not acceptable.</li> <li>• Exception: A deed without an address is acceptable if accompanied by proofs d through g with same address in attendance zone.</li> </ul>
<p>h. Driver's license  i. Voter precinct identification  j. Automobile registration  k. <b>**Affidavit and/or personal visit by a designated school district official (<u>to be done in designated central location by appointment only</u>)</b>  l. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district (<b>cannot be accepted electronically must be approved by an administrator only-must bring to school currently attended</b>)  m. Certified copy of filed petition for guardianship if pending and final decree when granted  n. Ocean Springs School District Employees will file form: <u>Petition to Enroll Out of District Student When Parent is an Employee (only for instructional employees)</u></p>	

**\*\*ALL AFFIDAVITS ARE REQUIRED TO BE RESUBMITTED EVERY NINETY (90) DAYS OF SCHOOL. ALL AFFIDAVITS WILL BE SUBJECT TO THE OCEAN SPRINGS SCHOOL DISTRICT RANDOM RESIDENCY VERIFICATION PROCEDURES AND/OR OCEAN SPRINGS SCHOOL DISTRICT REASONABLE SUSPICION RESIDENCY VERIFICATION PROCEDURES.**

### 2. STUDENT'S FAMILY RESIDING WITH A THIRD PARTY- Will take place on July 16-20, 2018 Central Office

If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- Notarized Residency Affidavit including:
  - \*Signature of person with whom the family is living
- Two forms of Proof of Residency for person with whom family is living (See above)