

Woodridge Local School District

CHECKLIST OF ITEMS TO REQUEST AND/OR VERIFY IN CONNECTION WITH POWER OF ATTORNEY OR CARETAKER AUTHORIZATION AFFIDAVIT

If an individual indicates that s/he is attempting to enroll the child pursuant to a power of attorney or caretaker authorization affidavit, the School District official should:

- A. verify that the individual attempting to enroll the child is the grandparent of the child;
- B. verify that the child currently resides with the individual;
- C. request that a copy of the power of attorney or caretaker authorization be produced.

This document should be provided in addition to those documents that are required to be produced by any and all other individuals who are seeking to enroll a child in the School District.¹

- D. review the power of attorney to verify that the document:
 - 1. is identical in form and content to the form set forth in R.C. 3109.53. See attached sample Power of Attorney Form 5111 F7.
 - 2. is properly completed and executed by the child's:
 - a. parent(s), guardian, or custodian granting the power of attorney (i.e., both parents or the parent who is the residential parent and legal custodian of the child) and
 - b. grandparent who is designated as attorney in fact.
 - 3. is duly notarized by an Ohio Notary Public.
 - 4. has been filed with the juvenile court of the county in which the grandparent resides and/or any other court having jurisdiction over the child.

If possible, have the individual provide a time-stamped copy of the power of attorney in order to demonstrate that it has been duly filed within five (5) days of the creation of the document.

In addition, have the individual produce a copy of the receipt showing that notice of the creation of the document has been sent to the parent of the child who is not the residential parent and legal custodian. This receipt should be produced unless the power of attorney was created by both parents, or the non-residential parent's parental rights have been terminated, s/he cannot be located by reasonable efforts, or s/he is prohibited from receiving a notice of relocation.

¹Request that the individual provide additional proof of residency in the School District, if necessary. This additional proof of residency may consist of reasonable evidence such as a deed, building permit, rental agreement, tax statement, voter registration card, etc.

- E. review the caretaker authorization affidavit to verify that the document:
1. is identical in form and content to the form set forth in R.C. 3109.66. See attached sample Caretaker Authorization Form 5111 F8.
 2. is properly completed and executed by the child's grandparent.
 3. is duly notarized by an Ohio Notary Public.
 4. has been filed with the juvenile court for the county in which the grandparent resides and/or any other court having jurisdiction over the child.

If possible, have the individual provide a time-stamped copy of the caretaker authorization affidavit in order to demonstrate that it has been duly filed within five (5) days of the creation of the document.
 5. request that the individual provide additional proof of residency in the School District, if necessary.
 6. Verify whether the child is currently serving a suspension or expulsion from a previous school district.²
 7. verify that the power of attorney or caretaker authorization affidavit was not executed for the purpose of enrolling the child in the School District so that the child may participate in the academic programs or interscholastic athletic programs of the school district (language should be included in document).

² Similar to other children seeking enrollment in the School District, the School District, after offering an opportunity for hearing, may temporarily deny admittance to a child if s/he has been suspended or expelled under Ohio law and the period of suspension or expulsion has not expired.