



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## INSTRUCTIONS FOR COMPLETING AFFIDAVIT FOR BONA FIDE CHANGE OF LEGAL RESIDENCE – 2025-26

AFFIDAVIT FOR STUDENT(S): \_\_\_\_\_ Gender(s): \_\_\_\_\_  
 2025-2026 HIGH SCHOOL GRADE LEVEL(S) OF STUDENT(S): Student 1: \_\_\_\_\_ Student 2: \_\_\_\_\_ Student 3: \_\_\_\_\_  
 SPORT(S) COMPETED IN DURING 12 MONTHS PRECEDING TRANSFER \_\_\_\_\_  
 TRANSFERRING FROM \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_  
 TRANSFERRING TO \_\_\_\_\_ HIGH SCHOOL ON \_\_\_\_\_ (DATE FIRST ATTENDED)  
 (Note: Please include all HIGH SCHOOL AGED siblings on the same affidavit)

**REQUIRED TO READ:** This form is to be completed ONLY when a **student's parent(s) move** from one school district/attendance zone into a different school district/attendance zone and this move compels a student to transfer schools. This form IS NOT to be completed when the student is the only individual who is moving. Furthermore, if the individual completing this form is a legal custodian of the student, then that information MUST be disclosed, and it is probable this form will not be applicable.

### Instructions to Parents:

- Schedule a meeting with your school administrator and bring copies of the following documentation to leave at the school:
  - A copy of your lease or deed at your current address
  - An updated driver's license showing your current address
  - An updated voter registration showing your current address (Please note you ARE NOT required to vote, but you do have to be registered at your current address if a US citizen in order for the OHSAA office to restore eligibility for your child(ren).)
  - A recent utility bill showing your current address
- Complete all **31** affirmations contained within the affidavit in the presence of a notary.  
*Note: If only one parent in an intact family "makes the move," a presumption is created that "the move" does not meet the criteria of this Exception 1. Both parents, if married, must make the move into the new school district/attendance zone. If the parent completing this form is single either due to divorce, dissolution, never having been married or is in the process of having the marriage legally terminated, please provide an explanation on Item #6 of the affidavit and include the documentation of legal divorce/dissolution.*
- Return the Affidavit and all required documentation (mentioned above) to your student's school administrator for submission to the OHSAA office. The OHSAA office will NOT accept submissions directly from parents.
- Understand that a school administrator has an obligation to independently verify the information contained in the affidavit. Therefore, he/she is expected to conduct periodic residency checks for one calendar year to ensure you maintain your residence. Failure to permit these periodic residency checks may cause the student's eligibility to be forfeited.

### Instructions to School Administrators:

- Schedule a meeting with a transfer student's parents to distribute and EXPLAIN the affidavit and request the following documentation to keep on file at the school:
  - A copy of the family's lease or deed
  - An updated driver's license showing the family's current address
  - An updated voter registration showing the family's current address
  - A recent utility bill showing the family's current address
  - Separation/Disillusion/Divorce documentation (if applicable)
- Collect the affidavit and all required documentation and **conduct a residency check to independently verify the information** contained in the affidavit.
- After completing the residency check, submit the affidavit to the OHSAA office, Attn: Lizzy Wilson via email at [lwilson@ohsaa.org](mailto:lwilson@ohsaa.org).
- After approval (if applicable), continue to conduct periodic residency checks to ensure the family maintains their new residence for a minimum of one year.

**NOTE: DO NOT COMPLETE THIS FORM WHEN THE STUDENT IS THE ONLY INDIVIDUAL WHO IS MOVING**

I HEREBY ACKNOWLEDGE THAT I HAVE **READ** AND UNDERSTAND THE **INSTRUCTIONS** AS SET FORTH HEREIN AND THE **AFFIDAVIT** TO WHICH THESE INSTRUCTIONS APPLY.

Parent #1 - Signature \_\_\_\_\_

Parent #2 - Signature \_\_\_\_\_

Parent #1 - Print name \_\_\_\_\_

Parent #2 - Print name \_\_\_\_\_

**NOTE: IF MARRIED, BOTH PARENTS, INCLUDING BIOLOGICAL, ADOPTIVE OR STEP-PARENT, MUST SIGN THIS PAGE ABOVE AND BOTH MUST MOVE.**

By affixing your signature, you are certifying that you have **independently verified** the information contained therein and obtained copies of all the required documentation.

School Administrator - Signature \_\_\_\_\_

Print Name \_\_\_\_\_

High School \_\_\_\_\_



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## AFFIDAVIT OF \_\_\_\_\_ (PARENT) FOR STUDENT(S): \_\_\_\_\_

STATE OF OHIO:

COUNTY OF \_\_\_\_\_:

\_\_\_\_\_, having been duly advised and sworn, hereby states as follows:  
(Name of parent)

1. I am of sound mind and legal age and have first-hand knowledge of the facts asserted herein.
2. I am the **biological/adoptive/step** **(circle one)** \_\_\_\_\_ of \_\_\_\_\_.  
(list relationship- mother, father, grandfather, etc.) (name of transfer student(s))
3. **I have full legal custody of the student(s).** Yes/No **(circle one)**
4. I do/do not **(circle one)** have another child(ren) enrolled in a school within a different district/system than the child(ren) listed on this affidavit.  
If so, the district/system in which the other child(ren) is enrolled: \_\_\_\_\_
5. My "current resident address" is located at \_\_\_\_\_  
Street City State Zip
6. The public-school district/attendance zone in which my current residence is located is \_\_\_\_\_.
7. I am currently married. Yes/No **(circle one)** (If you answered no, skip to Q9)
8. **If married, my spouse has made this move with me.** Yes/No **(circle one)**
9. If the answer to #7 or #8 is "No," please explain:  
\_\_\_\_\_
10. I (and my spouse, if married) moved to this current resident address on \_\_\_\_\_, 20\_\_\_\_. (exact date required)
11. I own/rent **(circle one)** the real property at this current resident address. (If answer to #11 is "rented"): The **name, address and telephone number** of my landlord is: \_\_\_\_\_
12. Furthermore, I have provided the school with a copy of my deed/rental agreement **(circle one)** to be kept with the student's school records.
13. I intend to make this current residence my permanent residence, and I further affirm that the move to this current residence is not intended to be temporary. I understand that OHSAA bylaws require a one-year period of residency at this current residence beginning with the date the transfer is approved. \_\_\_\_\_ **(Initials of Affiant)**
14. I am not attempting to establish residence at the current resident address in order to avoid paying tuition to attend the public school to which the current resident address is assigned, nor am I attempting to establish residence at the current resident address in order to circumvent any of the Bylaws or rules of the Ohio High School Athletic Association. \_\_\_\_\_ **(Initials of Affiant)**
15. I do/do not **(circle one)** receive all of my mail at the current resident address listed above.
16. I do/do not **(circle one)** receive my utility bills at the "current resident address" listed above.
17. I do/do not **(circle one)** eat the majority of my meals at the "current resident address" listed above.
18. I do/do not **(circle one)** sleep the majority of the time at the "current resident address" listed above.
19. I am/am not **(circle one)** registered to vote from the "current resident address" listed above. **(required to show - US citizens only)**
20. My driver's license does/does not **(circle one)** show the "current resident address" on it as being my residence. **(required to show)**



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- 21. I have/have not **(circle one)** notified my employer (if applicable) that my address is the same as that listed as my "current resident address."
- 22. My current place of employment is: \_\_\_\_\_
- 23. My "former residence" is located at \_\_\_\_\_  

Street
City
State
Zip
- 24. The public-school district/attendance zone in which my *former residence* was located was \_\_\_\_\_.  
**NOTE: Former school district must be different than #6 for Bylaw 4-7-2, Exception 1 to apply.**
- 25. I (and my spouse, if married) completely vacated my former residence on \_\_\_\_\_, 20\_\_\_\_. (exact date required)
- 26. I further state that in vacating my former residence, I have removed all my family's household possessions and no longer have any personal responsibilities (rent, utilities, maintenance etc.) at the former residence. \_\_\_\_\_ **(Initials of Affiant)**  
**(NOTE: In the event any family household possessions remain at the former residence or any family member has personal responsibilities at the former residence, explain in detail the reasons and circumstances on a separate sheet of paper.)**
- 27. I owned/rented **(circle one)** the property at this previous resident address.  
 (If answer above was "rented"): The **name, address and telephone number** of my landlord was:  
 (If answer above was "owned"): The **date the residence sold** or the **name, company and telephone** of my listing agent is:  
 \_\_\_\_\_  
 \_\_\_\_\_  
**(NOTE: In the event that you or any member of your household still own the former residence and the residence is not for sale, explain in detail the reasons and circumstances on a separate sheet of paper.)**
- 28. Neither I nor any member of my household continue to maintain this former residence, nor do I or any member of my household maintain any other residence. \_\_\_\_\_ **(Initials of Affiant)** **(NOTE: In the event that any family household member maintains any other residence, a detailed explanation must be provided on a separate sheet of paper.)**
- 29. Each member of my household, **including the spouse, if married**, has completely vacated the former residence and has moved with me into this new residence. \_\_\_\_\_ **(Initials of Affiant)** For purposes of this Affidavit, "household members" or "members of your household" shall include your spouse, any and all of your school-aged children, and any other persons whom you could claim as a dependent for federal tax purposes.\* **(Note: In the event any members of Your household did not make "the move" to this current address, a detailed explanation of the facts and circumstances as to why any household members did not make "the move" must be provided on a separate sheet of paper.)**
- 30. I state that the reason I made the move from my former residence to this current residence is because of *(use additional paper as necessary)*:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 31. I understand that falsification of information contained in this affidavit can result in prosecution for perjury/falsification, liability for tuition and will adversely affect the eligibility status of the child/children listed herein. Furthermore, should eligibility of said child/children be predicated in whole or in part upon any information contained herein, which information is later learned to be false, the future eligibility of said child/children, will be in jeopardy as well as the team and/school's status, their records and their future status as a member of the OHSAA. \_\_\_\_\_ **(Initials of Affiant)**

AFFIANT FURTHER SAYETH NAUGHT

\_\_\_\_\_  
**Signature of Affiant (Parent or Legal Guardian)**

SWORN TO before me and SUBSCRIBED in my presence this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

**FOR OHSAA OFFICE USE ONLY: Date of Decision - \_\_\_\_\_**

**Ex. 1 Approved by Executive Director's Office**  
\*Family required to live within district for minimum of one calendar year to maintain transfer eligibility.

**Ex. 1 Denied by Executive Director's Office**  
**Please see attached letter.**

Reviewed By:  
\_\_\_\_\_