

INFORMATION FOR CUSTODY/GUARDIANSHIP

Franklin County Probate Court
373 South High Street, 22nd Floor
Guardianship Department: 614-525-3841
Guardianship Information Line 614-525-3858

IF PARENT(S) OF A MINOR ARE DIVORCED, A GUARDIANSHIP CANNOT BE DONE. They must contact the court where the divorce took place and either:

1. Change custody from custodial parent to person seeking custody.
2. File to have court release jurisdiction. If court releases jurisdiction, then Guardianship can be filed.

If you need help with a mediator – you will be required to file for your custody case and then possibly work with a mediator to help with the process:

Court of Domestic Relations, Juvenile Branch
Mediation Department
373 South High Street, 3rd Floor
614-525-6640

GRANDPARENT Power of Attorney / CARETAKER AFFIDAVIT
Franklin County Clerk of Courts, Juvenile Division
373 South High Street, 4th Floor
614-525-4411

IF THE INFORMATION DOES NOT FIT YOUR SITUATION YOU MAY NEED TO CONTACT:

Court of Domestic Relations, Juvenile Branch
Family Assessment
373 South High Street, 4th Floor
614-525-4460

YOU MAY ALSO FIND THE INFO NEEDED BY VISITING:

[HTTP://WWW.FRANKLINCOUNTYOHIO.GOV](http://www.franklincountyohio.gov)

FAQs - Custody Issues

Q: I live within the Columbus City School District (CCS) boundaries. A child, who is not my biological child, is coming to live with me. His/Her custodial parent resides elsewhere. Can I enroll the child in CCS?

A: No. You need to obtain custody or guardianship of the child and, as required by Ohio Law, proof of custody must be provided at the time of enrollment. Please contact the Franklin County Clerk of Courts office at (614) 525-4460 for further details.

Q: I have a motion for custody. Can I enroll my child with a court ordered motion?

A: Yes, **IF** the motion is court-filed, stamped, and has a future hearing date, typically within 60 days. The Central Enrollment Center can accept this motion until the final court documents are completed.

Q: I am the biological father of a child and want to enroll him/her in school. The biological mother and I were never married. What do I need to do?

A: In the State of Ohio, if parents were not married at the time of birth, the mother is the sole custodial parent unless the father goes to court and obtains an order of custody (Ohio Revised Code 3109.042). A father who is listed on the child's birth certificate can enroll using a custody affidavit that will be completed by the father at the time of enrollment. A motion for custody or proof of custody must be provided within 60 days after the date of enrollment or the student will be withdrawn. Please contact the Franklin County Clerk of Courts office at (614) 525-4460 for further details.

Q: I have a court order/judgment entry giving me custody of a child. However, it is not signed by a judge. Is this acceptable?

A: No. The court order must be signed by a judge/magistrate, dated, and time-stamped to be valid and accepted.

Q: A friend/relative provided me a notarized statement giving me custody of his/her child. Is this an acceptable as proof of custody document?

A: No. The Columbus City School District will not accept notarized statements. You need to obtain custody/guardianship of the child and, as required by Ohio Law, proof of custody must be provided at the time of enrollment. Please contact the Franklin County Clerk of Courts office at (614) 525-4460 for further details.

Q: My former spouse and I have a shared parenting agreement. We live in two different school districts. Can my child attend school in either school district?

A: No. The child must attend school in the district of the “residential parent for school placement purposes” as stated in the divorce/separation agreement and/or shared parenting plan.

Q: I am divorced and the children live with me. I am the sole custodial parent. I do not want the non-custodial parent to have access to the children’s school records. Is this acceptable?

A: No. According to Ohio Law, a non-custodial parent has the same rights as a custodial parent pertaining to student records. The only exception is if you have a protection order or restraining order which would not allow access by the other parent. If you have such an order and wish for us to honor your request, the Central Enrollment Center MUST have a copy of the protection order. Otherwise, the school district cannot deny the non-custodial parent rights to student records.