

STUDENT ENROLLMENT FREQUENTLY ASKED QUESTIONS (FAQ)

When and how do I register my student?

Appointments are necessary for the registration process. Such appointments are scheduled for Monday to Friday, 9:00 a.m. - 2:00 p.m. An appointment will be scheduled when you pick up the registration packet(s). If registering more than one child, only one appointment is necessary.

Do I need to show proof of residency if I live in the district and wish to enroll my children?

Yes. All residents must demonstrate satisfactory proof that they live within the District. They do this by completing the Residency Verification Form (R-2) of this packet. Residents are required to show proof of residency by completing this form and bringing in **three** of the required documents specified on that form, one of which needs to be a lease agreement, mortgage sales contract or local tax document.

Can I enroll a student who lives with me if I am a resident but am not the parent or guardian of the student?

Yes. Residents may enroll students who live in their homes as long as the resident is supporting the child gratis, as if it were the resident's own child, and as long as the student resides with the resident during the entire year, not just during the school term. Such residents will be responsible for all aspects of the student's attendance, including truancy charges and/or financial responsibility for theft/damage/destruction of school property, if applicable. Residents seeking to enroll a student in this manner must complete both the Residency Enrollment Form (R-2) and the Gratis Support Affidavit (R-3). **Forms R-2 and R-3 must be picked up in the Academic Center.**

In addition to the residency documents, what documentation do I need to copy or bring with me to the registration meeting?

Residents must bring the **completed** applicable forms from this packet as well as birth date verification for each student, immunization record and physical and dental examination records. (see Student Enrollment Documentation form R-10,).

What additional documentation do I need if I am not the parent of a student that I am seeking to enroll?

A non-parent resident must either show proof of guardianship/dependency, such as legal guardianship documentation or tax documentation proving the child was a dependent on the resident's tax return. If the resident cannot show documentary proof of guardianship/dependency, he/she must complete the Gratis Support Affidavit (Form R-3).

If my child does not have the required immunizations, can he/she attend school?

Immunizations are required by law for all children attending school in Pennsylvania. However, if your child does not yet have all of his/her immunizations, the law does allow for temporary admittance where the first doses of the immunizations have been provided. The building administrator and/or school nurse can discuss this option with you to determine whether your child may be eligible.

Once my residency is verified, will I ever need to submit additional proof of residency in the future?

Yes. The District reserves the right to do periodic residency verification updates. This will be part of a non-discriminatory effort on the part of the District to re-verify residency at specific times, such as every two years, every five years, etc. The District may also re-verify residency for all residents if/when its residency verification requirements change. On an individual level, the District may conduct a specific review and/or investigation of residency where it has reason to suspect that an individual claiming residency does not actually reside in the District. In such cases, the District may request additional proof of residency.

My spouse and I are separated and live in two different school districts. Which district are our children eligible to attend?

According to District Policy (Bd. Pol. 200 – Enrollment in the District), in the case of the divorce or separation of the parents of a minor, the minor's residence shall be the residence of the parent with the majority of the physical custody during the school week. In cases where there is a custody agreement, the District will consider the language of the custody agreement but will ultimately make its residency determination based upon the actual location of the student during the school week. For example, if the custody agreement indicates that the mother has primary physical custody and has custody during the weeknights and weekdays, but the students are actually living with the father during the school week, the father's residence would be considered to be the students' place of residence for purposes of school enrollment.

My former spouse and I have a custody agreement wherein I have physical custody of the children during the week. Will the District uphold this agreement and release the children exclusively to me and not my former spouse during the week?

Absent a threat of imminent harm to the student, the District will not withhold a child from his/her lawful parent unless it has documentary proof that the parental rights have been terminated or that there is a protection from abuse order against the parent. Custodial disputes should be settled between the parties in a proper legal venue.