

POTTSVILLE AREA SCHOOL DISTRICT

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POTTSVILLE AREA SCHOOL DISTRICT

VERIFICATION OF RESIDENCY AND ELIGIBILITY FOR EDUCATIONAL SERVICES

The policy of the Pottsville Area School District and the Pennsylvania state law regarding residency and eligibility to receive educational services within Pottsville Area School District are as follows.

Pennsylvania Public School Code, Sections 1301, 1302, 1305, 1306, 1309, 1310 and 1316 contain the state law regarding enrollment and eligibility to attend the local public school where the parent/guardian of a school-age student resides and the eligibility of certain non-resident students attending public schools. Pottsville School District School Board Policy #200 Enrollment in District, #201 Admission and Students, and #202 Eligibility of Non-Resident Students, in accordance with the state laws above, are the policies that govern you student(s) initial and continued eligibility to attend school in the Pottsville Area School District. Therefore, it is important to notify your child's school if you or your child's living arrangements change at any time during the school year.

Please carefully review the following items that may impact your child's eligibility to attend school in the Pottsville Area School district.

- You or your child has moved:

If you or your child has moved or will be moving anytime to a different location within PASD, you must immediately notify your child's school regarding your current address and continued eligibility to attend PASD. You must provide three (3) proofs of residency to your child's school in your name with new address. **Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition (currently \$9,200) and other associated fees regarding your child's removal from school.**

- You are keeping a school aged child whose parents reside elsewhere - (1302 Guardianship)

If you are keeping a school-age child in your home, whose parents or guardians reside elsewhere, you must complete and submit an Affidavit of Guardianship form before the start of each school year. This form constitutes a sworn statement that you are providing gratis support to the school-age child as if he/she was your own, and that the living arrangement is continuous and not just for the school year or solely for the purpose of attending school in Pottsville Area. If you have previously completed an Affidavit of Guardianship form, a new form will be mailed to you prior to the start of the school year. If you do not receive the form, please contact the Academic Center to make arrangements to receive a copy of the Affidavit of Guardianship. A new Affidavit of Guardianship must be completed each year for each child

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and submitted with three (3) proofs of residency. See below the acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdraw from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

▪ **You are the parent/guardian of a school-age child and you and your child are living with a Pottsville School District resident** (including family member) (Multiple Occupancy)

If you are the parent or guardian of a school-aged child who attends public school in the Pottsville Area School District **AND** you are residing in the home of a Pottsville Area School District resident, including family members, you must complete a Multiple Occupancy Registration before the start of each school year. The Multiple Occupancy Registration process contains two affidavits: 1) an Application for Multiple Occupancy that is completed by the child's parent/guardian and 2) the Certificate of Multiple Occupancy that is completed by the PASD resident with whom you reside. A new Application for Multiple Occupancy and a Certificate of Multiple Occupancy form must be completed each year and submitted with three (3) proofs of residency. See below for acceptable proof of residency documents. If you have previously completed an Application for Multiple Occupancy and a Certificate of Multiple Occupancy form, the forms will be mailed to you prior to the start of the school year. If you do not receive the forms, please contact the Academic Center to make arrangements to receive a copy of the Application for Multiple Occupancy and the Certificate of Multiple Occupancy forms. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

Acceptable proof of residency documents.

Parents/Guardians must provide three (3) proofs of residency as follows:

ONE (1) OF THE FOLLOWING:

- ✓ Original lease or deed signed by both parties
- ✓ Mortgage payment booklet
- ✓ Agreement of sale followed by original copy of settlement papers within 45 calendar days of settlement.

TWO (2) OF THE FOLLOWING PROOFS OF RESIDENCY:

- ✓ Tax bill
- ✓ Sewer bill with current address
- ✓ Valid driver's license or change of address card with current address
- ✓ Valid vehicle owner's card with current address
- ✓ Utility bill within 30 days in your name with current address
- ✓ Pay stub within 30 days with your name and current address
- ✓ Cell phone bill within 30 days in your name with current address

If you have any questions regarding the above requirements, the school district policies, or questions regarding your child's specific eligibility for enrollment in school please contact the Pottsville Area School District.