



## PENNSBURY SCHOOL DISTRICT

134 Yardley Avenue • Post Office Box 338

Fallsington, Pennsylvania 19058-0338

Telephone (215) 428-4100

FAX: (215) 428-5212

Tuition rates for 2013-2014

Elementary: \$11,327.76

Secondary: \$13,641.28

## REGISTRATION AND ADMISSION PROCEDURES (MULTIPLE OCCUPANCY)

**IF YOU RESIDE WITH ANOTHER FAMILY IN PENNSBURY SCHOOL DISTRICT,  
PLEASE INCLUDE MULTIPLE OCCUPANT APPLICATION WITH THE  
STUDENT REGISTRATION FORMS AT TIME OF REGISTRATION**

**Welcome to Pennsbury!** You are applying for admission of your child to one of the finest public school districts in the Commonwealth of Pennsylvania. In order to establish and verify your residence within the Pennsbury School District, a few documents need to be completed and approved. All procedures are in accordance with Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education. Sections 1301 and 1302 authorize Pennsbury School District to request proof of residence or guardianship **prior** to admission to our school programs.

Students entering Pennsbury School District under **multiple occupant** status must have the attached document completed and notarized at time of registration. Should the homeowner not accompany the parent/guardian to registration, this form must be notarized.

- **Both** the homeowner/lessee and the multiple occupant must provide proofs of residency at the Pennsbury School District address. Examples of these proofs are below.

### PLEASE PROVIDE THE FOLLOWING DOCUMENTS FOR YOUR CHILD

- Birth Certificate
- Immunization Record
- Name and Mailing Address of Previous School
- Proof of Residency

### PLEASE PROVIDE THE FOLLOWING FOR PROOF OF RESIDENCY

Under the authority of Sections 1301 and 1302 of the Pennsylvania School Code, you are requested to provide Pennsbury School District with acceptable proofs of current address before the enrollment of a student can occur.

Parents of students entering Pennsbury School District under **multiple occupancy or guardianship** must complete the following forms before they are admitted:

**Multiple occupant** packets are available at Pupil Services and on the website. The form must be completed and returned to Pupil Services with the registration packet. When registering as a multiple occupant family, the homeowner and multiple occupant must each provide proof of residency in Pennsbury. Should the homeowner not accompany the parent/guardian to registration, the form must be notarized.

The owning of property and payment of property taxes within the Pennsbury School District does not automatically fulfill the residency clause as stated in the Pennsylvania School Code.

# PENNSBURY SCHOOL DISTRICT'S ACCEPTABLE PROOF OF RESIDENCY

*If you are a single, divorced, separated parent or live with another homeowner,  
please call Pupil Services at 215-428-4100 for further direction.*

## HOME OWNERS OR HOME RENTERS MUST PROVIDE:

1. **Current utility bill** dated within 30 days of registration and must include your name and address.  
**NOTE: Any one of the following: Energy, water, sewer, gas, oil, cable**

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

### PERSONAL ID'S MUST HAVE THE NAME AND ADDRESS OF THE PARENT/GUARDIAN WHO IS DOING THE REGISTRATION OR CHANGE OF ADDRESS

- DRIVER'S LICENSE
- CAR REGISTRATION
- CAR INSURANCE
- CURRENT BANK STATEMENT OR LETTER FROM BANK DATED WITHN 30 DAYS OF REGISTRATION
- A CURRENT LETTER FROM YOUR EMPLOYER, DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

## IF YOU ARE IN THE PROCESS OF PURCHASING A HOME YOU MUST PROVIDE:

1. **A signed sales agreement with the settlement date** that is within 60 days of registration.

**NOTE: 10 days after settlement date you will be required to provide a current utility bill and 2 personal ID's with new address.**

## APARTMENT DWELLERS MUST PROVIDE:

1. **Current lease** with all occupants in the apartment listed. The lease must be dated within 30 days of registration and signed by the management, or a letter from the apartment management on their letterhead stating **THE LEASE HOLDER AND ALL OCCUPANTS OF THE APARTMENT**. This letter must be signed & dated within 30 days of registration.

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

### PERSONAL ID'S MUST HAVE THE NAME AND ADDRESS OF THE PARENT/GUARDIAN WHO IS DOING THE REGISTRATION OR CHANGE OF ADDRESS

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- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

### **MOBILE HOME OWNERS MUST PROVIDE:**

1. **Current utility bill** dated within 30 days of registration and must include your name, address and date.

**NOTE: Any one of the following: Energy, water, sewer, gas, oil, cable**

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

**PERSONAL ID'S MUST HAVE THE NAME AND ADDRESS OF THE PARENT/GUARDIAN WHO IS DOING THE REGISTRATION OR CHANGE OF ADDRESS**

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- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

### **MOBILE HOME RENTERS MUST PROVIDE:**

1. **A letter from the mobile home park management on their letterhead stating all occupants of the home. This letter must be signed & dated within 30 days of registration.**

2. Current utility bill dated within 30 days of registration and must include your name, address and date.

**NOTE: One of the following: Energy, water, sewer, gas, oil, cable**

3. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

**PERSONAL ID'S MUST HAVE THE NAME AND ADDRESS OF THE PARENT/GUARDIAN WHO IS DOING THE REGISTRATION OR CHANGE OF ADDRESS**

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- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

*We will not accept anything other than what is listed as proof of residency!*

**PENNSBURY SCHOOL DISTRICT**  
**ATTENDANCE OF RESIDENT AND NON-RESIDENT PUPILS**  
**IN PENNSBURY SCHOOLS**

STUDENTS Section

Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education authorize Pennsbury School District to request proof of residence or guardianship prior to admission to our school programs.

All requests for information received by school personnel regarding **resident** and **non-resident** pupils should be referred to the School District Administration Office (Pupil Services). Pupils who do not reside on a full-time basis within the boundaries of the Pennsbury School District shall **not** be eligible to attend the public schools of this District **except**:

1. The School District shall accept tuition pupils who have been placed in foster homes within the District whose tuition shall, therefore, be paid by the Commonwealth under the provisions of Section 1305 of the School Code of Pennsylvania.
2. The School district shall accept pupils from other areas who make their home in the Pennsbury School District under the provisions of Section 1302 of the School Code of Pennsylvania. Before a child is accepted, the person or persons with whom such child is residing shall file with the Secretary of the Board/designee a sworn statement that they are residents of the District and verification that they are supporting the child gratis, that they will assume all personal obligations and responsibilities for the academic achievement and good standing of the child and that they intend to so keep and support the child continuously and not merely through the school term. The District shall require:
  - A signed and notarized affidavit of guardianship documenting residency of the child.
  - An official written statement stating that the guardian(s) has registered the child as a tax dependent (W-4 form) **and** that the natural parent(s) has deleted their child from tax dependent status. Pennsbury School District will forward copies of the supporting statements to the proper federal taxing authority.
  - Periodic verification will be made to determine that the child is living in the resident's home on a full-time basis. (The School District reserves the right to re-verify guardianship status at the beginning of each school semester (90 school days) with the District Administration Office (Pupil Services).
3. A resident pupil enrolled in grades kindergarten through 12 who ceases to live within the boundaries of the School District after the start of the school year, shall be allowed to finish that school year **on a tuition basis**, provided that the school building principal recommends continued enrollment based on adherence to the established rules of proper student decorum and on good academic standing. Transportation for these non-resident tuition students who are not court placed **WILL NOT** be provided by the School District.
4. In cases where tuition payments are in order, the 1st payment must be made 20 days in advance. The parents will then receive a monthly bill in the appropriate amount from the School District Financial Office. Payments must be received in the office of the Director by the 1st day of each succeeding month. Failure to pay tuition by the due date will result in immediate withdrawal of the child from school, and re-registration will not be permitted until such time as the parents actually become residents. Retention of a pupil on a tuition basis is contingent on adherence to the established rules of proper student decorum and on good academic standing as evidenced by the school building principal.
5. In cases of **Multiple Occupancy**, an Application for Multiple Occupancy Registration/Certificate of Multiple Occupancy form must be completed by the parent(s) or legal guardian(s) of the child. Before enrollment of a multiple residency child in the Pennsbury Schools, compliance with the residency checklist is necessary for verification of address status.

# PENNSBURY SCHOOL DISTRICT

## AFFIDAVITS OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, the Pennsbury School District requires the filing of two affidavits of Multiple Occupancy when a school district resident provides for a child of school age who is not their own child. The purpose is to document residency of the child. By filing the statements with the school district, the Pennsbury residents are declaring that they are allowing the non-resident child and their parent(s) or guardian(s) to reside in their home on a full-time basis, and that the parent is **legally** living with their child at the address in question.

### NOTICE TO INDIVIDUALS APPLYING FOR REGISTRATION OF A NON-RESIDENT STUDENT

While we want to consider each case on its own merits and assist students, we must be aware that some families may not be totally honest with us and may use our concern for students to merely enter Pennsbury School District. In order to provide quality education and treat all Pennsbury residents equitably and fairly, the following procedures are necessary. Therefore, in requesting and agreeing to the terms of **Multiple Occupancy Registration** for a non-resident school-age child and their parent(s) or guardian(s), you are hereby notified that:

1. The parent(s) or guardian(s) are to complete the top portion of the attached form (**Application for Multiple Occupancy Registration**), declaring that the natural parent(s) or guardian(s) and their school-age child(ren) are living at the residence in question on a full-time basis.
2. The school district resident is to complete the bottom portion of the attached form (**Certificate of Multiple Occupancy**), declaring that the student and their parent(s) or guardian(s) are legally residing at the residence in question on a full-time basis.
3. The form must be presented to school at time of registration.
4. **Periodic verification** will be made to determine that the child is living in the resident's home on a full-time basis. The School District reserves the right to re-verify **Multiple Occupancy** status at the beginning of each school semester (90 school days) with the School District Administration Office. The accuracy of the information will be investigated and, if found incorrect, both the parent(s) and the School District resident filing the affidavit **will be liable for tuition and fines**.
5. At the time of Multiple Occupancy Registration, **both** the homeowner/lessee and the multiple occupant must provide proofs of residency at the Pennsbury School District address.

# PENNSBURY SCHOOL DISTRICT

## APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION

- *This section is to be filled out by the Multiple Occupant family*
- **Forms of identification must be provided showing the Pennsbury address (see checklist)**

I am the parent or legal guardian of the child(ren) listed below. We reside in the Pennsbury School District in a home/apartment that is owned or leased by a Pennsbury School District resident. I am providing proof of residence with the return of this packet. I assume responsibility for notifying the school district should the above described circumstances change. **I understand that if any information proves to be incorrect, the Pennsbury School District has the right to reject the application and remove the student from Pennsbury schools, in addition to collecting tuition charges for the time the child was enrolled.**

(Please Print)

NAME OF CHILD(REN) & STUDENT ID	PENNSBURY SCHOOL & GRADE

I do hereby give the Pennsbury School District authorization to contact any/all of the following to verify residency, dependency and authenticity of information given on the Multiple Occupancy forms:

- Internal Revenue Service
- Welfare Agency
- US Postal Service
- Employer
- Bureau of Motor Vehicles
- Current or Previous Landlord

I acknowledge that Pennsbury will contact me periodically to provide verification of multiple occupancy/address.

Parent/Guardian (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

\_\_\_\_\_  
If single parent, please provide the other parents' name, address, and phone.

\_\_\_\_\_  
Please provide the reason you are residing at this address and expected length of stay.

## CERTIFICATE OF MULTIPLE OCCUPANCY

- *This section is to be filled out by the Pennsbury property owner*
- **Forms of identification must be provided showing the Pennsbury address (see checklist)**

I certify that I am the legal owner or lessee of the property listed below, which is located in the Pennsbury School District. I further swear that the parents and child(ren) listed above are living on a permanent basis at that address. I assume responsibility for notifying Pennsbury School District should circumstances change. I am aware that the facts as stated are subject to investigation; should it be determined that it is not a true statement of fact, either now or in the future, I shall then be liable to reimburse the school district at the annual tuition rate for improper attendance in the Pennsbury School District.

\_\_\_\_\_  
Property Owner/Lessee (Please Print)

\_\_\_\_\_  
Relationship of Property Owner to New Resident

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Owner/Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Proof of Residency Provided

\_\_\_\_\_  
Owner/Renter Proof of Residency Provided

\_\_\_\_\_  
Owner/Renter Phone Number \_\_\_\_\_

 \_\_\_\_\_  
**NOTARY PUBLIC SEAL AND STAMP**