

# Pennsbury School District Demographic Data Update Form

*You must complete this section*

Parent(s)/Guardian(s) Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Do the changes indicated below affect all students in your household? Yes \_\_\_ No \_\_\_ \*If no, you may be directed to Pupil Services

Student Name: \_\_\_\_\_ Building Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Building Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Building Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) Reside(s) with: Both parents \_\_\_ One parent (Name): \_\_\_\_\_ Step Parent \_\_\_ Guardian \_\_\_

## ADDRESS *Complete only the section(s) below where you need to make a change with that information*

I would like to change my home address:  All address changes are made at the school of attendance unless living with another homeowner (multiple occupancy). That change must be made in Pupil Services.

### PREVIOUS HOUSEHOLD INFORMATION

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Main Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### NEW HOUSEHOLD INFORMATION

Do you own this home? \_\_\_ Do you rent this home? \_\_\_ Do you live with another homeowner? \_\_\_

Parent(s) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apt #: \_\_\_\_\_ Apt Complex (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Development Name (if applicable): \_\_\_\_\_

### OFFICE USE ONLY

Documents provided for proof of residency: \_\_\_\_\_

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current School: \_\_\_\_\_ Receiving School: \_\_\_\_\_ Exception Requested: Yes \_\_\_ No \_\_\_ School Requested: \_\_\_\_\_

## PHONE *Please indicate which number should be your primary contact number.*

I would like to change my phone number:

Phone Type	Phone Number	Listed/Unlisted	Primary (choose one)
Home:	_____	_____	<input type="checkbox"/>
Mobile:	_____	_____	<input type="checkbox"/>
Work:	_____	_____	<input type="checkbox"/>

## E-MAIL

I would like to change my e-mail address:

Parent/Guardian:	Name	E-Mail Address
_____	_____	_____

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## 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

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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

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