

PENNSBURY SCHOOL DISTRICT

www.pennsburysd.org

STUDENT SERVICES

PHONE: 215-428-4100 FAX: 215-428-5212

PENNSBURY SCHOOL DISTRICT'S ACCEPTABLE PROOF OF RESIDENCY

****ALL REGISTRATIONS WILL BE COMPLETED BY APPOINTMENT****

PLEASE PROVIDE THE FOLLOWING DOCUMENTS FOR YOUR CHILD:

- PROOF OF AGE (birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; a valid passport; a prior school record indicating the date of birth)
- IMMUNIZATION RECORD
- NAME AND MAILING ADDRESS OF PREVIOUS SCHOOL
- PROOF OF RESIDENCY (listed below)

HOMEOWNERS, HOME RENTERS AND MOBILE HOMEOWNERS 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. **In addition of the above** TWO (2) of the following items as personal identification with your name and address listed

- DRIVER'S LICENSE OR STATE ID
- CAR REGISTRATION
- CAR INSURANCE ID CARD (*Homeowners/renters insurance is not accepted*)
- CURRENT CHECKING OR SAVINGS ACCOUNT STATEMENT OR LETTER FROM BANK DATED WITHIN 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 THE 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,
2. ***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.

3. **In addition of the above** TWO (2) of the following items as personal identification with your name and address listed

- DRIVER'S LICENSE OR STATE ID
- CAR REGISTRATION
- CAR INSURANCE ID CARD (*Homeowners/renters insurance is not accepted*)
- CURRENT CHECKING OR SAVINGS ACCOUNT STATEMENT OR LETTER FROM BANK DATED WITHIN 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

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. **In addition of the above** TWO (2) of the following items as personal identification with your name and address listed

- DRIVER'S LICENSE OR STATE ID
- CAR REGISTRATION
- CAR INSURANCE ID CARD (*Homeowners/renters insurance is not accepted*)
- CURRENT CHECKING OR SAVINGS ACCOUNT STATEMENT OR LETTER FROM BANK DATED WITHIN 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

MULTIPLE OCCUPANT FAMILIES (FAMILIES RESIDING WITH ANOTHER FAMILY)

Students entering Pennsbury School District under multiple occupant status must have the multiple occupant application completed and notarized at time of registration. If the homeowner is present at time of registration, the form does not need to be notarized. Multiple occupant applications are available online at www.pennsburyisd.org under new student registration or in the Pupil Services office.

When registering as a multiple occupant family, the property owner/renter and multiple occupants must each provide proof of residency in Pennsbury.

The property owner/renter is required to provide:

1. **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
2. **In addition of the above** TWO (2) of the following items as personal identification with your name and address listed
 - DRIVER'S LICENSE OR STATE ID
 - CAR REGISTRATION
 - CAR INSURANCE ID CARD (*Homeowners/renters insurance is not accepted*)
 - CURRENT CHECKING OR SAVINGS ACCOUNT STATEMENT OR LETTER FROM BANK DATED WITHIN 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

New resident is required to provide **TWO forms of personal identification** from the list below

- DRIVER'S LICENSE OR STATE ID
- CAR REGISTRATION
- CAR INSURANCE ID CARD (*Homeowners/renters insurance is not accepted*)
- CURRENT CHECKING OR SAVINGS ACCOUNT STATEMENT OR LETTER FROM BANK DATED WITHIN 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 the family you are moving in with **rents** the house or apartment, you must also provide a letter from the landlord stating **THE LEASE HOLDER AND ALL OCCUPANTS OF THE DWELLING**. This letter must be signed and dated within 30 days of registration.

Mobile home occupants will need to provide a letter from the office manager on their letterhead listing all residents of the home. This letter must be signed and dated within 30 days of registration.