

PENNSBURY SCHOOL DISTRICT

www.pennsburysd.org

STUDENT SERVICES

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

PENNSBURY SCHOOL DISTRICT'S MULTIPLE OCCUPANCY ACCEPTABLE PROOF OF RESIDENCY

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)

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.pennsburysd.org under new student registration or in the Student 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.

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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 a 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 the 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

 **NOTARY PUBLIC SEAL AND STAMP**

Owner/Renter Phone Number