

NESHAMINY SCHOOL DISTRICT
REGISTRATION AND ADMISSION PROCEDURES
(Multiple Occupancy)

Welcome to Neshaminy! You are applying for admission of your child to attend school in the Neshaminy School District. In order to establish and verify your residence within the Neshaminy 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 Neshaminy School District to request proof of residence or guardianship prior to admission to our school programs.

Students entering Neshaminy School District under multiple occupant status must have the attached document completed and notarized at time of registration (pursuant to School Board Policy 202).

*Both the homeowner / lessee and the multiple occupant must provide a valid photo ID and two (2) proofs of residency at the Neshaminy School District address. Acceptable proofs of residency are:

- Property Deed, Current Mortgage Statement, Current Property Tax Bill or Current Rental Lease (required for homeowner and lessee)
- Current Utility Bill (required for homeowner and lessee)

Any two of the below items for the occupant

- Current Letter from Employer / Pay Stub
- Current Vehicle Registration
- Current Welfare Statement
- Current Health Insurance Statement
- Current Car Insurance Statement
- Tax Returns
- Voter Registration Card

We reserve the right to make a house visit to prove residency

NESHAMINY SCHOOL DISTRICT

ATTENDANCE OF RESIDENT AND NON-RESIDENT PUPILS IN NESHAMINY SCHOOLS

Title of Board Policy

STUDENTS SECTION: POLICY No. 202

Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education authorize Neshaminy 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. Pupils who do not reside on a full-time basis within the boundaries of the Neshaminy School District shall not be eligible to attend the public schools of this district except:

1. The school district shall accept pupils who have been placed in foster homes within the district.
2. The school district shall accept pupils from other areas who make their home in the Neshaminy 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 a 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 from the District resident documenting the residency of the child.
 - 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 this status at the beginning of each school semester (90 school days) with the District Administration Office.
3. A resident pupil who ceases to live within the boundaries of the School District after April 1 shall be allowed to finish that school year without payment of tuition, contingent on adherence to the established rules of proper student decorum and on good academic standing as judged by the school principal.
4. 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, but prior to April 1, 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.
5. In cases where tuition payments are in order, the payments must be in advance. The parents may elect to receive a monthly bill in the appropriate amount from the School District Business Office. Payments must be received in the office of the Director of Secondary Education and Student Accounting by the 10th 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.
6. In cases of Multiple Occupancy, and Application for Multiple Occupancy Registration / Certificate of Multiple Occupancy form must be completed with a notarized seal by the parent (s) or legal guardian (s) of the child. Before enrollment of a multiple residency child in the Neshaminy Schools, compliance with the residency checklist is necessary for verification of address status.

Policy:
Adopted: April 2, 1979
Amended: October 1, 1984
Amended: July 30, 1992
Revised – Approved: August 21, 1995
Revised: June 24, 1986
Revised: March 19, 1998

Legal Reference(s):
School Laws of Pennsylvania
Article XII Pupils & Attendance
Section 1301 Age Limits, Temporary Residences
Section 1302 Residence & Right to Free School Privileges
Section 1305 Non-Resident Child Placed in Home of Resident
Section 1306 Non-Resident Inmates of Children's Institutions
Section 1309 Cost of Tuition; How Fixed.
Section 1316 Permitting Attendance of Non-Resident Pupils
Basic Education Circular 4-90

NESHAMINY SCHOOL DISTRICT

DATE: _____

APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION

- This section is to be filled out by the Multiple Occupant family
- **Two (2) forms of identification must be provide showing the Neshaminy address (see checklist)**

I am the parent of legal guardian of the child(ren) listed below. We reside in the Neshaminy School District in a home / apartment that is owned or leased by a Neshaminy School District resident. I am providing two (2) proofs 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 Neshaminy School District has the right to reject the application and remove the student from Neshaminy schools, in addition to collecting tuition charges for the time the child was enrolled.

(Please Print)

| NAME OF CHILDREN | NESHAMINY SCHOOL |
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I do hereby give the Neshaminy 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
- Employer
- Welfare Agency
- Bureau of Motor Vehicles
- US Postal Service
- Current or Previous Landlord

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

Parent / Legal Guardian

Telephone Number

CERTIFICATE OF MULTIPLE OCCUPANCY

- This section is to be filled out by the Neshaminy School District property owner
- Two forms of identification must be provided showing the Neshaminy address (see checklist)

I certify that I am the legal owner or lessee of the property listed below, which is located in the Neshaminy 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 Neshaminy 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 Neshaminy School District.

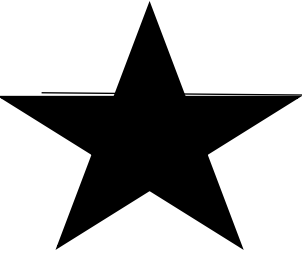
Property Owner / Lessee

Relationship of Property Owner to New Resident

Address

City / Zip

Date



NOTARY PUBLIC SEAL AND STAMP