

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:

- Property Deed, Current Property Tax Bill or Current Rental Lease *required for homeowner/lessee*
- Current Utility Bill *required for homeowner/lessee*
- Current Credit Card Bill
- Current Bank Statement
- Current Vehicle Registration
- Current Welfare Card
- Current Health Insurance Card
- Current Insurance Statement

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 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 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 building 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 made 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**, an 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, 1996
Revised: March 19, 1998

Legal Reference(s):

School Laws of Pennsylvania
Article XIII Pupils & Attendance
Section 1301 Age Limits, Temporary Residence
Section 1302 Residence & Right to Free School Privileges
Section 1305 Non-Resident child Place in Home Resident
Section 1306 Non-Resident Inmates of Children's Institution
Section 1309 Cost of Tuition
Section 1316 Permitting Attendance of Non-Resident Pupils
Basic Education Circular 4-90



Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

AFFIDAVITS OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, the Neshaminy 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 of the notarized statements is to document residency of the child. By filing the statements with the school district, the Neshaminy 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

In order to provide quality education and treat all Neshaminy residents equitably and fairly, the following procedures are necessary.

Therefore, to ensure proper registration of your resident status as a multiple occupant, you are hereby notified that:

1. The parent(s) or guardian(s) are to complete the first 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 second 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 notarized and 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**.
5. At the time of Multiple Occupancy Registration, **both** the homeowner/lessee and the multiple occupant must be present and provide **two(2)** proofs of residency at the Neshaminy School District address.

NOTE:

1. School District personnel will register **Census Enumeration Form** in the name of the parent.
2. The owning of property and payment of property taxes within the Neshaminy School District does not automatically fulfill the residency clause as stated in the Pennsylvania School Code.

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 provided showing the Neshaminy address (see checklist)*

I am the parent or 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 Child(ren)	Neshaminy School

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