

200-AR Enrollment of Students

I. Entitlement of Resident Children to Attend Public Schools

A school age child is entitled to attend Muhlenberg Schools if the child is a resident of the district. A child is a resident if the parent or guardian resides in the Muhlenberg School District, is living with a district resident who is supporting the child gratis and is seeking enrollment under 24 P.S. §1302, is a non-resident student living in a foster home within the district, or, if the child is an emancipated minor and the child lives in the Muhlenberg School District.

When the required enrollment documentation is provided, the school district should permit a child to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the school district's receipt of required documentation.

II. Required Enrollment Documentation

A. Whenever a child of school age is presented for enrollment by a parent(s), school district resident, or any other person having charge or care of the child, the school district shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the Child's Age

Any one of the following constitutes acceptable documentation: 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; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.

2. Immunizations Required by Law

Acceptable documentation includes: either the child's immunization record, a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

3. Proof of Residency

Acceptable proofs of residence include current originals of the following:

- a. A Property Tax Bill, Mortgage Statement or Recorded Deed in the resident's name showing residence property or a signed original lease/rental agreement; and one of the following:
- b. Proof of residency from the County Registrar of Voters; or
- c. Current vehicle registration showing residence property address; or
- d. Utility bill in the resident's name for the current month showing residence property address (cell phone bill is not a utility); or
- e. Check stubs/statement from wages, public assistance, or Social Security showing resident's property address.

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4. Parent Registration Statement

A sworn statement (see Attachment A) attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity . 24 P.S. §13-1304-A. Muhlenberg School District will not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statements, however, if a student is currently expelled for a weapons offense, the school district may provide the student with alternative education services during the period of expulsion. 24 P.S. §13-1317.2(e.1) If the disciplinary record or sworn statement indicates the student has been expelled from a school district in which he was previously enrolled, for reasons other than a weapons offense, the school district will review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the district.

5. Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

B. Documents which may be requested but not as a condition of enrollment.

Items which may be requested, but are not a requirement for school enrollment include:

1. Picture identification
2. Health or physical examination records
3. Academic records
4. Attendance records
5. Individualized Education Program and other special education records
6. Registration Form
7. Alternate Dismissal Form
8. Authorization to Release Information (Attachment F)

C. Documentation required from other sources.

Muhlenberg School District is entitled by law to receive information on an enrolling student from the previous school, public, charter, nonpublic or private, which the student attended. Appropriate measures will be made to obtain school records from previously attended schools the child attended.

III. Proof of Residency

The school district reserves the right to request proofs of residency of any resident with school age children at any time.

A. Residents

1. Parents/guardians of all students registering in the Muhlenberg School District must present two acceptable proofs of residence to the school as part of the registration process before a student is permanently permitted to attend school. (Residency Verification, Attachment B) This procedure applies to all students registering in all grades (K-12)

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including original entries and re-entries. The Residency Verification form will be kept on file in each building. Failure to provide the required documents may delay the start of a student attending the Muhlenberg School District.

2. Acceptable proofs of residence include current originals of the following:
 - a. A Property Tax Bill, Mortgage Statement or Recorded Deed in your name showing residence property or a signed original lease/rental agreement; and one of the following:
 - b. Proof of residency from the County Registrar of Voters; or
 - c. Current vehicle registration showing residence property address; or
 - d. Utility bill in your name for the current month showing residence property address (cell phone bill is not a utility); or
 - e. Check stubs/statement from wages, public assistance, or Social Security showing residence property address.
 3. Rental agreements must identify the student(s) as tenants and/or the owner of the property must submit a letter identifying the student(s) residing at the property.
 4. Residents who move from one residence to another within the district shall resubmit proof of residency as described in Section III. A-2.
- B. Families Living with Residents
1. When parent(s) with school aged child/children take up residence in the home of a school district resident (example: grandparents), the resident must present, in person, proofs of residence as in accordance with district policy and administrative regulations, when enrolling the child/children. In addition, the resident must fill out a district-provided form (Certificate of Residency, Attachment C) attesting to the fact that the people listed on the form fully reside in the resident's home. This form must be notarized.
 2. The adult and child must reside in the home of the resident continuously and not merely through the school term. Within thirty (30) days, the adult having the custodial care of the child and living in the home of the resident must also provide two acceptable proofs of residence. Proofs of residence shall be presented to the school in which the student is registering as part of the registration process. Copies of proofs of residence will be made and placed in the student's file. The building principals will be responsible for proofs of residency and enrollment procedures.
 3. In the event that it is determined that the student and parent are not residing in the home of the resident, the resident will be liable for the payment of tuition from the initial date of non-compliance. The student will be withdrawn from school unless tuition payments are made and, then, paid in advance for the remainder of the school year.
- C. Separated or Divorced Families
1. In instances of separated or divorced parents, free school privileges will be provided only to pupils residing in the home of the parent who has custodial care the majority of the time unless a court order or court approved custody agreement specifies otherwise. The

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primary custodial parent must reside in the district and provide legal documentation showing custody.

2. If the parent is relying on a court order or custody agreement, the parent must provide a copy of the order or agreement.
3. The parent must immediately notify and provide to the school copies of all legal documentation pertaining to any changes to the custodial care of the student.

D. Students Living with A Resident Other than a Parent 24 P.S. §13-1302

1. When a resident of the school district keeps in his/her home a child of school age, not his/her own, supporting the child gratis as if the child were his/her own, such a child shall be entitled to all free school privileges accorded to the resident school children of the district including the right to attend the public school maintained in such district in the same manner as though such child were in fact a resident school child of the district, and shall be subject to all the requirements placed upon resident school children of the district.
2. Before accepting such child as a student, the Board of School Directors of the district will require such resident to file an Application (Attachment D) and notarized Affidavit (Attachment E), that he/she is a resident of the district and complies with Section III, "Proof of Residency" procedures; is supporting the child gratis and is not receiving personal compensation or gain; will assume all personal obligations of the child relative to school requirements; intends to keep and support the child continuously in his/her residence throughout the calendar year, and not merely through the school term, or an application (Attachment D) and appropriate legal documentation to show dependency or guardianship which may include a custody order.
3. The procedures for accepting a nonresident child residing in the home of a resident shall be as follows:
 - a. In addition to the documents required in subsection A above, the Board of School Directors of the District may require a copy of one or more of the items below, in substantiation of the assertions made in sworn statement of the resident.
 - 1) IRS form transferring tax exemption of child to resident, or
 - 2) Federal or State tax form which lists child as a dependent of resident, or
 - 3) County form or court order transferring child support payment to resident, or
 - 4) Completed State form notifying Department of Welfare of child's new residence, or
 - 5) Original lease/rental agreement identifying the child as a tenant, and/or letter from the owner identifying the student(s) as residents of the property.

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- b. A notarized Affidavit (Attachment E) must be filed annually prior to the first day of the school year by the resident with the Superintendent indicating eligibility under Section 1302 of the School Laws of Pennsylvania. Residents shall be required to supply to the school district tax records on an annual basis in order to demonstrate proof of continued support. A letter may then be sent to the Internal Revenue Service by the school district indicating that the guardian with whom the child is living is not a blood parent of the child.
- c. The guardian will be notified in writing by the Superintendent/designee of the free school privileges of the child/children residing in his/her home.
- d. In the event that it is determined that the information contained in the sworn statement is false and the resident is not supporting the child gratis in accordance with Section 1302 of the School Code, the resident will be liable to the School District for an amount equal to the cost of tuition calculated in accordance with Section 2561 of the School Code. A resident who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine as established by the court for the benefit of the school district in which the person resides, or to perform community service, or both. In addition, the person shall pay all court costs and be liable to the school district for the cost of tuition calculated in accordance with Section 2561 of the School Code during the period of enrollment.
- e. In the event the tuition payments are not made in full for the period of enrollment for which the false sworn statement applies and, then, paid in advance for the remainder of the school year the student will be withdrawn from the school.

IV. Emancipated Minors

An emancipated minor is a student under the age of 21 who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse. An emancipated minor is considered a resident of the school district which he/she is residing and may enroll in school without any additional assistance from an adult.

V. School-Age Children of Military Personnel

When Pennsylvania residents who are military personnel are deployed and their school age children are living with relatives or family friends in a school district for that period of time, the students are entitled to attend school in the school district in which they are residing. These students should be enrolled using the §1302 statement/affidavit process, except that the resident is to be presumed to be supporting the child without personal compensation or gain (gratis).

VI. Children and Families with Limited English Proficiency

Children and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the student in school promptly per the Civil Rights Act of 1964, Title VI, 42 U.S.C. §2000d et seq. and the Equal Education Opportunity Act, 20 U.S.C. §1703.

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VII. Interim Admission

A. Students Expecting to Move Into or From the School District

1. Interim admission will be permitted at the opening of the school term for families whose settlement dates are during the first 45 school days of the school year. A settlement date after the first 45 school days shall become the official admittance date for the student.
2. Students in grades K-11 whose families move from the district during the last 45 school days of the year will be granted interim admission to complete the remaining days of the school year in the district.
3. Parents/guardians requesting interim school privileges must:
 - a. Write a letter to the Superintendent requesting Muhlenberg School attendance.
 - b. Agree to arrange for the student's transportation to and from school.
 - c. Families moving into the district must provide the Superintendent with a copy of a notarized legal document verifying the settlement date. If settlement is not made on the established date, the parents may be billed for tuition based on the number of days the student was in attendance during the first quarter. In addition, the student will be withdrawn from school unless tuition payments are made and, then, paid in advance for the remainder of the school year.
 - d. Students moving from the school district will be withdrawn from the District at the end of the school term. In the event that a student has moved from the District and no official notification has been given to the District, the parent/guardian is liable for tuition from the date the student moved from the District. The student will be withdrawn from school unless tuition payments are made and, then, paid in advance for the remainder of the school year.

B. High School Seniors

1. Parents of a senior who has completed the ninth, tenth, and eleventh grades in the Muhlenberg School District may request in writing through the High School Principal permission for the student to complete the senior year.
2. The High School Principal will make a recommendation to the Superintendent based upon:
 - a. The student's previous record.
 - b. The mutual benefits of continuation.
 - c. An agreement by the parents to provide the necessary transportation to and from school.

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C. Responsibilities

1. All requests for interim admission will be answered in writing by the Superintendent/designee with a copy to the building principals who are responsible for verifying residency, registration and attendance.
2. Any student approved for interim admission may be enrolled on a non-tuition basis. Permission to attend is granted as long as the student conforms to the rules and regulations of the district.

VIII. Homeless Children

- A. The above procedures do not apply to the education of homeless children. Education for homeless students is provided in District Policy 3.44, Homeless Students.

IX. Other

- A. All exceptional cases other than those outlined above shall be put in writing and submitted to the Superintendent for review.

X. Enrollment Complaints

- A. When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the school district may bring the dispute to the attention of the Pennsylvania Department of Education, Division of Student Services.

Established: 4/13/2011, updated 7/18/2011

Enrollment of Students, 24 P.S. §13-1301 - §13-1306

22 PA Code, Chapter 11

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Attachment A

**Muhlenberg School District
Parental Registration Statement**

Student Name _____

Date of Birth _____ Grade _____

Parent or Guardian Name _____

Address _____

Telephone Number _____

Pennsylvania School Code §13-1304-A states in part “Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.”

Please complete the following:

I hereby swear or affirm that my child was _____ was not _____ previously suspended or expelled, or is _____ is not _____ presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

<p>If this student has been or is presently suspended or expelled from another school, please complete:</p> <p>Name of the school from which student was suspended or expelled:</p> <p>_____</p> <p>Dates of suspension or expulsion: _____</p> <p>(Please provide additional schools and dates of expulsion or suspension on back of this sheet.)</p> <p>Reason for suspension/expulsion (optional) _____</p>
--

(Signature of Parent or Guardian)

(Date)

Any willful false statement made above shall be a misdemeanor of the third degree.
This form shall be maintained as part of the student’s disciplinary record.

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Attachment B

MUHLENBERG SCHOOL DISTRICT

RESIDENCY VERIFICATION

School Year: 20__ - 20__

School: _____

I. Identifying Information – please print

This form is to be completed by the student’s parent or legal guardian and signed/witnessed by a school district employee. You must submit a separate Residency Affidavit for each child enrolled in the district. You may photocopy this form.

A. Student Information:

Student’s Name _____
First Name/Middle Name/Last Name

Address _____
Street Address/City/State/Zip

Date of Birth _____ Grade _____

B. Student lives with: Print name(s) and relationship to student:

Parent or Guardian’s Full Name: _____

Relationship to the Student: _____

Parent or Guardian’s Full Name: _____

Relationship to the Student: _____

C. Address: PLEASE NOTE THAT POST OFFICE IS NOT ACCEPTABLE AS A RESIDENCE ADDRESS.

Address _____
Street Address/City/State/Zip

Phone Number _____
Home/Work/Cell

I declare under the penalty of perjury that this student resides at the above address. I also agree to notify the school within two (2) weeks when residency has been changed. I understand that a new affidavit and a new proof of residency must be submitted. If I move outside the district, appropriate forms will be required. I understand that an interdistrict transfer may not be accepted by the district.

Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there will result in; a) revocation of student enrollment; b) being held liable to reimburse the district for expenses incurred to educate this student; and/or c) civil and/or criminal action resulting from fraud, negligent misrepresentation and negligence.

Signature of Parent/Guardian/Caregiver

Date

Subscribed and sworn before me on this _____ day of _____, 20__.

OFFICIAL SCHOOL DISTRICT SIGNATURE

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Residency Verification
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II. Residency

A. Verification of Joint Residency

The person with whom the student lives and who claims custody of the student must attach proof of residency, dated within the last 30 days and must show parent, guardian or caregiver’s legal name and street address.

PRINT FIRST AND LAST NAMES OF PERSON(S) providing proof of residency, I declare under penalty of perjury, that the above named student lives at this address with me. I also agree to notify the school within two (2) weeks when residency has changed.

First Name	Last Name	Signature (s) of Person(s)

B. Proof of Residency (all proofs of residency must be originals):

If you **own/rent** property in the school district, please attach :

1. A Property Tax Bill, Mortgage Statement or Recorded Deed in your name showing residence property or the original signed lease/rental agreement identifying the student(s) as a tenant; and
2. One of the following items listed below:
 - a. Proof of residency from the County Registrar of Voters; or
 - b. Current vehicle registration showing residence property address; or
 - c. Utility bill in your name for the current month showing residence property address (cell phone bill is not a utility); or
 - d. Check stubs/statement from wages, public assistance, or Social Security showing residence property address.

If you are sharing a home with another individual or family in the school district, please attach:

1. The Certificate of Residency signed by the primary resident of the home and subscribed and sworn before a Notary Public; and
2. Two of the items listed below within 30 days :
 - a. Proof of residency from the County Registrar of Voters; or
 - b. Current vehicle registration showing residence property address; or
 - c. Utility bill in your name for the current month showing residence property address (cell phone bill is not a utility); or
 - d. Check stubs/statement from wages, public assistance, or Social Security showing residence property address.

NOTE:

When parents reside in different school districts, the child shall attend school in the district of the parent with whom the child lives for the majority of the time, unless a court order or court-approved custody agreement specifies otherwise. If the parent is relying on a court order or custody agreement as the basis for enrolling the child, the parent must provide a copy of the order or agreement. Parents are responsible to immediately notify the school of any changes to the court order.

A custody or dependency order is also required when a resident is seeking to enroll the child under 24 P.S. §13-1302 (a) (1) which requires “appropriate legal documentation to show dependency or guardianship.”

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Attachment C

**MUHLENBERG SCHOOL DISTRICT
Certificate of Residency
(Families Living with Residents)**

Commonwealth of Pennsylvania :
County of Berks : ss.
:

_____ being duly
Resident name(s)

sworn or affirmed according to law, deposes and says as follows:

That he/she is a resident of the Muhlenberg School District, Pennsylvania, residing at _____
street, city, state, zip code

and has attached two proofs of residency as required by Policy 200, *Enrollment of Students*.

That he/she understands that parent/guardian: _____
name(s)
of school-aged children: _____
name(s)

are residing in the same residence and will provide proof of such residency as outlined in Policy 200 *Enrollment of Students*. This proof of residency must be filed with the appropriate elementary principal and/or secondary guidance office within 30 days. The parent and child/children intend to reside in the home of the resident continuously and not merely through the school term.

That he/she agrees that in the event that it is determined that the student is not residing in the home of the resident in accordance with Section 1302 of the School Code, the resident will be liable for payment of tuition from the initial date of non-residence. The student will be withdrawn from school unless tuition payments are made and, then, paid in advance for the remainder of the year. Tuition payments for the 2011-2012 school year are estimated to be \$4,086.29 for half day Kindergarten, \$8,172.57 for elementary grades Kindergarten through six; \$9,346.35 for secondary grades, seven through twelve.

A person who knowingly provides false information in this sworn statement for the purpose of enrolling a child in the school district for which the child is not eligible commits a summary offense and shall, upon conviction of such violation, be sentenced to pay a fine as established by the court for the benefit of the school district in which the person resides, or to perform community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the amount of tuition calculated in accordance with Section 2561 of the School Code during the period of enrollment.

That he/she hereby agrees to notify the said school district within ten (10) days of any changes in the conditions subscribed to above.

Signature of Resident

Signature of Resident

Sworn to and subscribed before me this
_____ day of _____ A.D. _____

Notary Public

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MUHLENBERG SCHOOL DISTRICT

A school age child is entitled to attend Muhlenberg Schools if the child is a resident of the district. A child is a resident if the parent or guardian resides in the Muhlenberg School District, is living with a district resident who is supporting the child gratis and is seeking enrollment under 24 P.S. §1302, is a non-resident student living in a foster home within the district, or, if the child is an emancipated minor, and the child lives in the Muhlenberg School District.

FOR FAMILIES RESIDING IN A HOME OF A SCHOOL DISTRICT RESIDENT

When parent(s) with school-aged child/children take up residence in the home of a school district resident (example: grandparents), **the resident must present in person two proofs of residence upon enrollment (see below)**. In addition, the resident must fill out the district-provided form attesting to the fact that the people listed reside in the resident's home. The form must be notarized.

Acceptable proofs of residency for school district resident (all proofs must be originals).

A Property Tax Bill, Mortgage Statement, or Recorded Deed in your name showing residence property or an original signed lease/rental agreement identifying the student(s) as a tenant; one of the following:

- a. Proof of residency from the County Registrar of Voters; or
- b. Current vehicle registration showing residence property address; or
- c. Utility bill in your name for the current month showing residence property address (cell phone bill is not a utility);
or
- d. Check stubs/statement from wages, public assistance, or Social Security showing residence property address.

The adult and child must reside in the home of the resident continuously and not merely through the school term. Within 30 days, the adult having the custodial care of the child and living in the home of the resident must provide the school with two acceptable proofs of residence. Copies of proofs of residence will be made and placed in the student's file. Failure to do so will result in the student(s) being withdrawn from the school rolls.

Acceptable proofs of residency for individual residing with district resident (all proofs must be originals).

- a. Proof of residency from the County Registrar of Voters; or
- b. Current vehicle registration showing residence property address; or
- c. Utility bill in your name for the current month showing residence property address (cell phone bill is not a utility);
or
- d. Check stubs/statement from wages, public assistance, or Social Security showing residence property address.

Parents/guardians of all students registering in the Muhlenberg School District must present two acceptable proofs of residence to the school as part of the registration process before a student is permanently permitted to attend school. This procedure applies to all students registering in all grades (K-12) including original entries and re-entries. The school district may request proofs of residency at any time.

In the event that it is determined that the student and parent/guardian are not residing in the home of the resident, the resident will be liable for the payment of tuition from the initial date of non-compliance. The student will be withdrawn from school unless tuition payments are made and, then, paid in advance for the remainder of the school year.

A person who knowingly provides false information in this sworn statement for the purpose of enrolling a child in the school district for which the child is not eligible commits a summary offense and shall, upon conviction of such violation, be sentenced to pay a fine as determine by the court for the benefit of the school district in which the person resides, or to perform community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the amount of tuition calculated in accordance with Section 2561 of the School Code during the period of enrollment.

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Attachment D

1302 APPLICATION

The following information will constitute an application by a Muhlenberg resident to function in the place of a parent for school purposes on behalf of a student. The application must be completed and returned to the Administrative Offices of Muhlenberg School District. If the application is not approved, the student will have to attend the school district of residence of his/her parents. If the application is approved, the applicant will be interviewed by a school official and will be made fully aware of the obligations and responsibilities of being a host parent. Qualified applicants will then be given an affidavit in which the terms of the residence of the student will be sworn. When the completed affidavit is returned to the Administrative Office of the Muhlenberg School District the student may be enrolled.

I. STUDENT INFORMATION

Name of Student _____ Age _____

Date of Birth _____ Grade _____

Name and Address of Last School Attended _____
_____**II. PARENT INFORMATION**

Father's Name _____

Address: _____

Resident School District _____

Mother's Name _____

Address: _____

Resident School District _____

III. 1302 APPLICANT INFORMATIONName of Person Seeking to Function in Place of Parent(s) (1302 Applicant):

Address _____

Relationship to Student _____

Are you at least 18 years of age? _____

Are you the Court-Appointed Legal Guardian of the Student? _____ If so, attach Order.

Is the Residence of the Student with you covered by a Support Order? _____

Will the Student reside with you on a full-time basis? _____

How long will the Student reside with you? _____

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Attachment E

**AFFIDAVIT
MUHLENBERG SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS**

We _____ being duly sworn according to law depose and say that we are residents of the Muhlenberg School District, residing at _____.

THAT we have as a resident in our home, _____, born _____ and in grade _____ who began residing in our home on _____.

The student’s natural parents are _____ who reside at _____.

THAT _____ is being supported by us, we are not receiving any funds, personal compensation or gain from any other source and otherwise supporting the student gratis/free of charge.

THAT _____ is a full time resident in our home, having last resided at _____ and having last attended the _____ School District.

THAT we will claim _____ as a dependent for tax purposes as per IRS guidelines and that _____’s parents relinquish such claim to his/her dependency. Toward that end, we enclose IRS Form ____ evidencing our right to claim the student as a dependent.

THAT we enclose a copy of the guardianship, custody agreement or other such agreement governing our custody and support of this student.

THAT we agree to supply the Muhlenberg School District with our tax records on an annual basis in order to demonstrate proof of our continued full support of _____.

THAT we agree to submit affidavits at the start of every school year in which _____ is enrolled in the Muhlenberg School District and is being supported by us, gratis, pursuant to the terms of this agreement.

THAT we will notify the Muhlenberg School District, in writing, as soon as the conditions of residency of _____ are no longer current.

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THAT we intend to assume all personal obligations for _____ relative to school requirements, including but not limited to immunizations, fees/fines, truancy issues/fines, uniforms, citations, attending parent-teacher conferences, attending meetings regarding discipline or academic progress, fulfilling any special education requirements and fulfilling all decisions necessary for making all educational decisions.

THAT no one shall contribute to the support of this student, except

THAT we intend to keep and support _____ continuously throughout the entire calendar year and not merely through the current school term (365 days).

THAT we have read and acknowledge receipt of a copy of 24 P.S. 13-1302 relative to Residence For Student and fully understand and verify that all statements contained herein comply with the terms and conditions of Section 1302.

THAT we recognize the following:

(A) A person commits a misdemeanor if, with intent to mislead a public servant in the performance of his/her official function, he/she swears to any statement which he/she does not believe to be true.

(B) A person convicted of a misdemeanor may be sentenced by the court and/or a fine issued.

(C) That a person who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine established by the court for the benefit of the school district in which the person resides or to perform community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with section 2561 during the period of enrollment.

By signing this Affidavit, we hereby consent to the Muhlenberg School District's monitoring and auditing all residence arrangements that are under an affidavit basis.

Any person who makes a fraudulent statement on the affidavit or who fails to abide by the conditions sworn to on the affidavit will be prosecuted and the real parents/guardian will be charged tuition dating back to the time the residence was found to be invalid.

The steps relative to prosecution/tuition payment will be taken if the residence arrangement with the host parent has been terminated and the student continues to attend the Muhlenberg School District without the host notifying the school district that the affidavit has been relinquished.

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THAT we shall also complete the Residency Verification attached hereto as Attachment B.

THAT all information and statements in the application and affidavits submitted to the Muhlenberg School District for this student are true and correct in every way.

We grant the Muhlenberg School District permission to investigate the information we have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy.

THAT we recognize that the current estimated tuition rates for the current academic year are \$4,086.29 for half day Kindergarten, \$8,172.57 for Elementary, and \$9,346.35 for Secondary. Further, that should this affidavit prove to be false, that in addition to other penalties enumerated above, we may be responsible for tuition reimbursement to Muhlenberg School District.

We verify that statements made in this affidavit are true and correct and that false statements herein made are subject to the penalties under the law regarding sworn falsifications.

1302 Applicants: _____

Address: _____

Telephone Number: _____

1302 APPLICANT(S) SIGNATURE(S)

Sworn to and subscribed before me,
this ____ day of _____, 20__.

Notary Public

Parents' Names:

Father: _____

Address: _____

Telephone Number: _____

Mother: _____

Address: _____

Telephone Number: _____

200-AR Enrollment of Students

Attachment F

AUTHORIZATION TO RELEASE INFORMATION

Parents Names: _____
Address: _____
City, State, Zip: _____
Phone Number(s): _____

I confirm that I have listed below all tenants **(including all adults and children)** residing in the leased property. I am also providing below the name, address and phone number for the owner/landlord of said leased property. I understand that by signing below, I hereby authorize the owner/landlord of the leased property to release to Muhlenberg School District and its representatives any and all information requested pertaining to my lease/rental agreement, term of lease, tenants living in the property, and any other information in order to verify that I reside in the property and am living within the boundaries of the Muhlenberg School District.

Tenants Names (First and Last): (include all adults and children)

Owner/Landlord:

Name(s): _____
Address: _____
City, State, Zip: _____
Phone Number(s): _____

Printed Name: _____
Signature _____ Date _____

Printed Name: _____
Signature _____ Date _____