

**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 inter district 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

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 current year’s Property Tax Bill, most recent month’s Mortgage Statement or original 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.”