

Pine-Richland



RESIDENCY VERIFICATION PACKET

School District

Please follow the instructions below for the Residency Verification segment of the enrollment process for Pine-Richland School District.

As a parent or guardian, you must present documentation in your name indicating that your residence is within the Pine-Richland School District.

RESIDENTS:

Complete Forms #1 and #2 of this packet. The completed forms and two (2) of the following documents showing your name and address of your residence must be provided at the time of enrollment.

- a) A valid Pennsylvania Driver's License or Pennsylvania Photo ID card
- b) Proof of utilities. These include gas, electric, sewage, or phone
- c) A rent or mortgage certificate or bill
- d) An occupancy permit issued within the past year
- e) A payroll check or government check stub
- f) An IRS tax return within the last year

FUTURE RESIDENTS:

Complete Forms #1, #2, and #3 of this packet. The completed forms and proof that as a parent or guardian you have executed a contract to buy, build, or rent a residence in the Pine-Richland School District. This includes a copy of your signed builder's contract, signed sales agreement, or a signed rental agreement.

Pine Richland School District will NOT accept enrollments without a completed Residency Verification Packet.

If you have any questions, please feel free to contact the District Administration office at 724-625-7773 ext 6000.

WELCOME TO PINE-RICHLAND!

PINE-RICHLAND SCHOOL DISTRICT
RESIDENCY VERIFICATION

Name of Parent/Guardian/Foster Parent(s)

Home Phone Number

Street Address (No P.O. Box)

Work Phone Number

City, State, Zip Code

Name of Student Enrolling

Grade

Age

School

Name of Student Enrolling

Grade

Age

School

Name of Student Enrolling

Grade

Age

School

Name of Student Enrolling

Grade

Age

School

Name of Student Enrolling

Grade

Age

School

SECTION 1 Please read and answer all questions that apply

1. Are you the custodial parent or guardian to all children listed above?
_____ Yes _____ No

If Yes – present copy of birth certificate and/or court order and go to Question 4.

2. Are you a **foster parent** to any of the children listed? _____ Yes _____ No

If Yes – complete questions 3 through 5

If No – complete Parents' Declaration and Authorization For Admission of Non-Resident Student, then complete questions 4 and 5.

3. As a foster parent, are you receiving any form of compensation to support this child?
_____ Yes _____ No

4. Are you currently a resident of Pine-Richland School District? _____ Yes _____ No

If Yes – proceed with question 5.

If No – go to section 2 of this form.

5. At this time, you must present documentation in your name demonstrating that your residence is within the Pine-Richland School District by following the instructions of the Residency Verification Packet.

SECTION 2 Eligibility of Non-Resident Students (only if non-resident)

Has the parent/guardian executed a contract to buy, build, or rent a residence in the District?
_____ Yes _____ No

If Yes – parent/guardian must complete a **Future Resident Certification Form**
If No – you are not eligible to enroll your student(s) in the Pine-Richland School District.
The District only accepts tuition students that are covered under School Board Policy #202.

Within **thirty (30) days** of completion of the contract, the parent/guardian must show both of the following:

1. A Pennsylvania's Driver's License or Pennsylvania Photo ID Card with the address indicated above.
2. An Occupancy Permit for the address listed above.
The Board reserves the right to verify all claims.

SIGNATURE REQUIRED BELOW APPLIES TO SECTION 1 OR SECTION 2:

Date of Residency Verification _____

Signature of Parent/Guardian _____

I have reviewed all information needed and found that this student may enroll in Pine-Richland School District.

Signature of District Official _____

REQUIRED FOR ALL ENROLLMENTS

PINE-RICHLAND SCHOOL DISTRICT AFFIDAVIT OF RESIDENCY

_____ affirm that I,
Name of Parent/Guardian

1. the undersigned is supporting _____
Name of Child OR Children being enrolled
2. the undersigned will assume all personal obligations for the child relative to school requirements;
3. the undersigned intends to keep and support the child continuously, and not merely through the current school term; and
4. the undersigned also agrees that if their child continues in attendance at the Pine Richland School District beyond their period of residency, the undersigned shall be responsible for tuition until the date of the child's removal from the district, and further deponent sayeth not.

This Affidavit is made in accordance with Section 1302 of the Pennsylvania School Code of 1949, as amended.

School Official Signature

Date

Parent/Guardian Signature

Date

Address

City State Zip Code

FORM #3

***(COMPLETE ONLY IF STUDENT IS ENROLLED BEFORE RESIDENCE IS OCCUPIED)**
(See PR Board Policy on next page)

FUTURE RESIDENT CERTIFICATION FORM

Family Name: _____ Current Phone # _____

Current Mailing Address: _____

Student name(s): _____ Grade _____ Building _____

This is to certify that:

1. I have received a copy of the Pine Richland School District Policy #202, "Eligibility of Non-Resident Students."

2. I have executed a contract to buy, build or rent a residence at:

House/Lot # _____ Street _____ City, ST ZIP _____

Development _____ for occupancy by _____

3. I understand that no tuition for my child(ren) will be charged for a period of time from the date of enrollment until the end of the CURRENT SEMESTER.

4. I understand that continued enrollment after the expiration of this period shall not be permitted unless I make advance tuition payment to the District in an amount equal to one (1) semester of tuition at the established tuition rate for nonresidents. The District will refund on a pro-rata basis, any overpayment of tuition made once proof of actual residency and occupancy of the above residence is submitted to the District.

5. I understand that I must provide two (2) valid proofs of residency to the Pine Richland School District Administrative Office within 10 days of moving in.

6. I understand that the tuition rate will be determined by the Pennsylvania Department of Education.

7. I understand that the tuition will be billed for the entire semester, in advance of attendance, and will be paid within five (5) days of the start of the semester.

8. I understand that transportation for my child(ren) to and from school is my responsibility until such time that residency within the district is established and proven.

I have read the above statements and agree to abide by them:

Signature

Date

Signature

Date

Administrative Approval: _____ Date: _____

PINE-RICHLAND SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF
NONRESIDENT STUDENTS

ADOPTED: August 18, 2009

REVISED:

202. ELIGIBILITY OF NONRESIDENT STUDENTS	
<p>1. Purpose SC 501, 502, 503</p>	<p>The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.</p>
<p>2. Authority SC 1301, 1316 Pol. 200</p>	<p>The Board may permit the admission of nonresident students in accordance with Board policy.</p>
<p>SC 1302 Title 22 Sec. 11.19</p>	<p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the district's administrative office before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p>
<p>SC 1302</p>	<p>The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p>
<p>SC 1302 Pol. 906</p>	<p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.</p> <p>The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.</p>
<p>SC 1316, 2561 Pol. 607</p>	<p>Tuition rates shall be determined annually in accordance with law. Except as otherwise expressly provided below, tuition shall be charged monthly, in advance of attendance.</p>

<p>3. Guidelines</p>	<p><u>Nonresident Children Placed In Resident's Home</u></p>
<p>SC 1305</p>	<p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.</p>
<p>SC 1306, 1307, 1308, 1309, 1310 Title 22 Sec. 11.18</p>	<p><u>Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.</p>
<p>SC 1316</p>	<p><u>Future Residents</u></p> <p>A student whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy by the end of a semester may be enrolled without payment of tuition for a period of time from the date of enrollment until the end of the then current semester. Continued enrollment after the expiration of this period shall not be permitted unless the parent/guardian makes advance payment to the district in an amount equal to one (1) semester of tuition at the established tuition rate for nonresidents. The district will refund to the parent/guardian, on a pro-rata basis, any overpayment of tuition made once proof of actual residency and occupancy of the residence is submitted to the district by the parent/guardian.</p> <p>A parent/guardian who claims admission on the basis of future residency under this policy shall be required to meet with the Superintendent or his/her designee and execute an agreement with the district, as well as provide documents that, in the judgment of the administration, support the claim of future residency.</p>
<p>SC 1316</p>	<p><u>Former Residents</u></p> <p><i>Senior Students –</i></p> <p>A senior whose family moves out of the district after s/he completes 11th grade may finish the senior year without paying tuition, provided, however, that the student has been a resident of and enrolled in the district for at least two (2) calendar years prior to the date that actual residency in the district will end.</p>
<p>SC 1316</p>	<p><i>Underclassmen (K-11) –</i></p> <p>A student whose family moves out of the district during the school term may complete the current semester without paying tuition.</p>

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<p>SC 1302 Title 22 Sec. 11.19</p>	<p><u>Other Nonresident Students</u></p> <p>A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.</p>
<p>Pol. 239</p>	<p>Students visiting this country as exchange students and living in the district may be admitted to district schools in accordance with Board policy.</p>
<p>Pol. 251</p>	<p>The district shall immediately enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1305, 1306, 1306.2, 1307, 1308, 1309, 1310, 1316, 2503, 2561</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19, 11.41</p> <p>Board Policy – 103, 200, 239, 251, 607, 906</p>

**Pine-Richland School District
Parents' Declaration and Authorization
For Admission of Non-Resident Student**

It is the policy of the Pine-Richland School district to comply with the Pennsylvania School Code's requirements regarding a child's rights to a free public school Education, while at the same time, ensuring that local taxpayers do not unfairly support a free education for children who are not entitled to it. *This authorization is to completed by the parent of the child who is seeking admission as a non-resident student.*

I hereby authorize _____ to enroll
(Name of Resident)
_____ in the Pine-Richland School District, to sign any
(Name of Student)
and all documents necessary to accomplish the enrollment, permitting him/her/them to receive any and all school records regarding my child, including, but not limited to, grades and standardized test scores, and to act in loco parentis in all aspects of my child's education.

I understand and acknowledge that _____
(Name of Resident)
is providing the full and complete financial and personal support for my minor child without reimbursement from myself and that the above named resident shall keep and support my child continuously and not merely through the current school year or merely while school is in session. I hereby declare that my child shall be residing continuously with the above named resident.

I understand that if the Pine-Richland School District admits my child, it will be doing so in reliance upon this authorization and declaration. If it is subsequently determined that anything contained herein is inaccurate or false, I understand that my child shall be removed from school and I shall be responsible for all tuition charges that accrued while my child improperly attended the Pine-Richland School District. I am hereby advised that the Pine-Richland School District tuition is calculated annually by the Pennsylvania Department of Education and is based on the education costs submitted in the District Annual financial Report.

Under the Internal Revenue Code, taxpayers must generally furnish over half of the support for a dependent during the applicable calendar year to qualify for an exemption. I understand that I may no longer be entitled to claim my child as a dependent, and I understand that I may be required to provide the Pine-Richland School District proof that I have not claimed my child as a dependent while the child is enrolled in the Pine-Richland School District. See Internal Revenue Code , Section 137.

(Continued)

I FULLY UNDERSTAND THAT ANY FALSE STATEMENT HEREIN WOULD BE A VIOLATION OF THE PENNSYLVANIA CRIMES CODE, TITLE 18, CONSOLIDATED PENNSYLVANIA STATUTES, 18 PA C.S.A. 4903 AND A4904, AS AMENDED, AND COULD SUBJECT ME TO A FINE OF UP TO \$5,000 OR IMPRISONMENT FOR UP TO TWO YEARS OR BOTH.

I permit _____ to assume all personal obligations for my child relative to the requirements of the Pine-Richland School District.
(Name of Resident)

I understand that I may be required to annually renew this authorization. If circumstances change after the execution of this document so that any of this document ceases to be true, I shall immediately notify the Pine-Richland School District. Failure to do so will result in my child being removed from school and my being responsible for all accrued tuition arising after the change of circumstances.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

Sworn to and subscribed before me,
A Notary Public this _____ day
of _____

(Notary Public)

**Pine-Richland School District
Parents' Declaration and Authorization
For Admission of Non-Resident Student**

Read Carefully

1. Under the terms of Section 1302 of the Public School Code, the School District has the duty to provide free school privileges for a non-resident child only when a resident keeps in his home a child of school age, not his own; and supports the child gratis (for nothing; without fee or recompense) as if the child were his/her own. This support must continue throughout the year and not just for the school year.

2. Foster Students Only

Is the student a court placed foster child? _____ Yes _____ No

Do the foster parents receive any compensation? _____ Yes _____ No

If you answer yes to both questions, this affidavit does not apply.

3. If any of the requirements outlined above ceases to exist, or if the statements contained in the preceding sworn statement are found to be untrue, the District no longer has the duty to provide free school privileges for the non-resident child.

4. The appropriate officials of the Pine-Richland School District may conduct an investigation to determine the truth of the statements contained in the preceding sworn statement.

5. Before accepting a non-resident child as a pupil, the Board of School Directors requires that the preceding sworn statement be executed and filed with the District. The making of any willful false statement in this Affidavit is a crime and subjects the person making such statement to the penalties of perjury.