

COUNCIL ROCK SCHOOL DISTRICT

REGISTRATION AND ADMISSION PROCEDURES

(Multiple Occupancy)

Welcome to Council Rock! You are applying for admission of your child to attend school in the Council Rock School District.

In order to establish and verify your residence within the Council Rock 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 Council Rock School District to request proof of residence or guardianship **prior** to admission to our school programs.

Students entering Council Rock 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 **four** proofs of residency at the Council Rock School District address. Examples of these proofs are:

- Internal Revenue Statement
- Property Deed
- Insurance Statement
- Letter from Employer (if not self-employed)
- Bank Statement
- Billing Statement
- Voter Registration Card
- Driver's License
- Vehicle Registration
- Welfare Card
- Health Insurance Card
- Utility Statement

COUNCIL ROCK SCHOOL DISTRICT
ATTENDANCE OF RESIDENT AND NON-RESIDENT PUPILS IN COUNCIL ROCK 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 Council Rock 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 Council Rock School District shall **not** be eligible to attend the public schools of this District **except**:

1. The School District shall accept tuition pupils who have been placed in foster homes within the District whose tuition shall, therefore, be paid by the Commonwealth under the provisions of Section 1305 of the School Code of Pennsylvania.
2. The School district shall accept pupils from other areas who make their home in the Council Rock 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 of guardianship documenting residency of the child.
 - An official written statement stating that the guardian(s) has registered the child as a tax dependent (W-4 form) **and** that the natural parent(s) has deleted their child from tax dependent status. Council Rock School District will forward copies of the supporting statements to the proper federal taxing authority.
 - 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 guardianship status at the beginning of each school semester (90 school days) with the District Administration Office.
 - Any student 16 years old or older have their driver's permit or license registered in the resident's address.
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 Council Rock 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

COUNCIL ROCK SCHOOL DISTRICT AFFIDAVITS OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, the Council Rock 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 Council Rock 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

While we want to consider each case on its own merits and assist students, we must be aware that some families may not be totally honest with us and may use our concern for students to merely enter Council Rock School District. In order to provide quality education and treat all Council Rock residents equitably and fairly, the following procedures are necessary.

Therefore, in requesting and agreeing to the terms of **Multiple Occupancy Registration** for a non-resident school-age child and their parent(s) or guardian(s), you are hereby notified that:

1. The parent(s) or guardian(s) are to complete the top 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 bottom 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 provide **four** proofs of residency at the Council Rock School District address.

NOTE:

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

APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION

- *This section is to be filled out by the Multiple Occupant family*
- **Four forms of identification must be provided showing the Council Rock address (see checklist)**

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

(Please Print)

Name of Child(ren)	Council Rock School

I do hereby give the Council Rock 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
- Welfare Agency
- US Postal Service
- Employer
- Bureau of Motor Vehicles
- Current or Previous Landlord

I acknowledge that Council Rock 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 Council Rock property owner*
- **Four forms of identification must be provided showing the Council Rock address (see checklist)**

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

Property Owner/Lessee

Relationship of Property Owner to New Resident

Address

City/Zip

Date

★ _____
NOTARY PUBLIC SEAL AND STAMP