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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Proof of Residence |
| Code | 202.1 |
| Status | Active |
| Adopted | June 25, 2015 |

Authority

Board policy and state law require that a family fully reside within district boundaries in order to be eligible for school privileges.[1]
[2]

In order to protect the rights and privileges of the residents and students of the district, the Board requires parents/guardians of all students registering in the school district to present four (4) acceptable proofs of residence and one (1) proof of identification to the school as part of the registration process before a student is permitted to attend school.[2]

Board policy pertains to all students registering in all grades (K-12) including original entries and re-entries.

Guidelines

Acceptable, original proofs of identification of parents/guardians include the following:

1. Photo ID's, such as driver's license, military ID, state issued photo ID, or passport.
2. One (1) of the following:
 - a. Deed.
 - b. Agreement of Sale.
 - c. Lease containing resident's name and verification by residency clerk.
3. Three (3) proofs of residence, such as:
 - a. Electric, gas, and/or water bill from the last thirty (30) days (2 of 3).
 - b. Property tax bill or paid tax receipt.
 - c. W-2 statement/IRS statement or tax return.
 - d. Auto/Homeowner's/Tenant's Insurance statement.
 - e. Public Assistance statement.

The list of acceptable proofs is subject to change at any time.

Providing the required evidence shall not be construed as a guarantee of admission or as a substitute for compliance with residency requirement.

In addition to requiring documentation of residency, the district reserves the right to conduct home visit(s) at any time to determine that the persons seeking admission are actually residing in the district.

The burden of proof of residency is always on the individuals seeking district services and cannot be satisfied by renting an apartment or leasing a home in the district when such individuals do not intend to fully reside within district boundaries.

The district further reserves the right to remove any student from school rolls when it has evidence that the residency requirements are being violated. The district also has the right to prosecute for theft of services when it has evidence that violations have occurred.[1]

Residents Housing Adults With School-Age Children in Their Home

When a parent/guardian with school-aged child/children takes up residence in the home of a district resident (e.g., a grandparent), the resident must present four (4) required proofs of residency. In addition, the resident must complete a district-provided form attesting to the fact that the people listed on the form fully reside in the resident's home. This form must be notarized.

Copies of proofs of residence shall be made and placed in the student's file.

Proofs of residence shall be presented to the school in which the student is registering as part of the registration process.

The district reserves the right to request proofs of residence of any resident with school-aged children at any time.[1][3]

Resident Supporting Nonresident Child

When a resident keeps in his/her home a child of school age not his/her own, supports the child gratis (for nothing, without fee or recompense) as if the child was his/her own and the parents/guardians have given up their rights for school purposes, the resident must present the four (4) required proofs of residency and complete the district forms.

Legal

1. 24 P.S. 1302
2. Pol. 202
3. 22 PA Code 11.19