

ADMINISTRATIVE REGULATION

APPROVED: May 10, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

202-AR-0. APPLICATION AND AFFIDAVIT OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, the Centennial School District requires the filing of two (2) 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 in question. By filing the statements with the School District, the Centennial residents are declaring that they are allowing the nonresident child and his/her parent 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 NONRESIDENT 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 the Centennial School District. In order to provide quality education and treat all Centennial residents equitably and fair, the following procedures are necessary.

Therefore, in requesting and agreeing to the terms of Multiple Occupancy Registration for a nonresident school age child and his/her parent, you are hereby notified that:

1. A notarized Certificate of Multiple Occupancy declaring that the student and his/her parent are legally residing and maintaining a physical presence at the residence in question is to be completed by the school District resident.
2. A notarized Application for Multiple Occupancy Registration declaring that the parent and the school age child are living and maintaining a physical presence at the residence in question is to be completed by the Parent.
3. The parent must submit a copy of his/her Earned Income Tax Form that declares that the parent resides at the residence for which the Multiple Occupancy Registration is being completed within 10 business days.
4. Periodic verification will be made by the School District to determine that the child and his/her parent are living in the resident's home on full-time basis.

5. The resident and parent must renew the Multiple Occupancy status by October 1. This requires the resident and parent complete a new Multiple Occupancy Registration Form, the parent submits a copy of his/her Earned Income Tax form, and the resident and parent submits a notarized Certificate of Multiple Occupancy form to the District Registrar.

6. The accuracy of the information will be investigated and, if found incorrect, both the parent and the School District resident filing the affidavit will be liable for tuition and court costs, including attorney fees.

Making false statements on the affidavit constitutes a summary offense, which is punishable by the imposition of a fine and/or community service.

7. The parent must provide four (4) of the following documents along with the Multiple Occupancy Registration:

- Copy of latest Tax Return
- Post office address change/mail forwarding order
- Notarized letter from employer (if not self-employed)
- Copy of paycheck stub with name and address of employer and employee
- Bank statement
- Welfare card
- Driver's license and/or application for change of address
- Vehicle registration card and/or application for change of address
- Voter registration card
- Current electric and telephone bill bearing new address
- Copy of lease/rental agreement identifying parent/guardian as a tenant

8. The Multiple Occupancy registration will not be accepted without the four (4) documents that indicate that the parent lives with the resident.

9. All Multiple Occupancy registration forms will be reviewed and approved or denied by the Assistant Superintendent. The student(s) will not be enrolled until the Multiple Occupancy Affidavit is approved.

NOTE:

The ownership of property and the payment of property taxes within the Centennial School District does not automatically fulfill the residency requirements as set forth in the School Code.

APPLICATION OF MULTIPLE OCCUPANCY REGISTRATION

I am the Parent of the child(ren) listed below, and we reside in the Centennial School District in a home/apartment that is owned or leased by a Centennial School District resident. An affidavit of the owner or lessee will be forwarded to the School District within five (5) days attesting to our residence in the below described home/apartment. 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 Centennial School District has the right to reject the application and remove the student from Centennial schools, in addition to collecting tuition charges for the time the child was enrolled, as well as applicable attorney fees.

In the event that any information provided in this form is incorrect, or is conditions or circumstances change such that the student is not entitled to attend school in the School District and I fail or refuse to notify the School District, I agree to indemnify and hold the School District harmless for all costs and expenses, including reasonable attorney’s fees with respect to applicable tuition, and I agree to execute such documents required by the School District to protect the School District’s interests and right to recover tuition in the event that tuition is required to be paid in accordance with the terms and conditions of this Policy 202. Furthermore, I authorize any attorney to appear in any court of competent jurisdiction and confess a judgment without process in favor of the School District for such amount authorized under Applicable Law, including appropriate tuition, court costs, and attorney fees, and to consent to immediate execution upon such judgment.

NOTE: Making false statements on this form constitutes a summary offense, which is punishable by the imposition of a fine and/or community service.

Name of Child(ren):

Parent/Guardian Signature

Date

School District Resident Signature

Date

Address of School District Property

Note: Estimated Tuition Rates for the _____ academic year are:

Elementary \$ _____ (K-5)

Secondary \$ _____ (6-12)

AFFIDAVIT OF MULTIPLE OCCUPANCY

Date: _____

I, _____, certify that I am the legal owner or lessee of the
Name of Owner/Lessee
property that is located in the Centennial School District at the following address:

Owner/Lessee's Full Address

I further swear that the Parent(s) and Child(ren) listed below are living on a permanent basis at the above address. I assume responsibility for notifying Centennial School District should the above circumstances change. I am aware that the facts as stated above are subject to investigation, and should it be determined that the above 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 (stated below) for improper attendance in the Centennial School District.

Name of Parent(s):

Name of Child(ren):

NOTE: Making false statements on this form constitutes a summary offense, which is punishable by the imposition of a fine and/or community service.

Signature of Owner or Lessee

Date

Relationship to New Resident

Telephone Number

Notary Public Stamp

Notary Public Signature

*Four proofs of residency must be presented showing above address (See Residency Check list).

Note: Estimated Tuition Rates for the _____ academic year are:

Elementary \$ _____ (K-5)

Secondary \$ _____ (6-12)

CENTENNIAL SCHOOL DISTRICT

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202-AR-1. GRATIS RESIDENCY AFFIDAVIT

INFORMATION AND AFFIDAVIT RELATIVE TO CHILDREN LIVING IN THE CENTENNIAL SCHOOL DISTRICT WITH PERSONS OTHER THAN THEIR PARENTS

The law of Pennsylvania states that “A child shall be considered a resident of the School District in which the natural parent(s) or guardian reside.”

The law further states that if a school aged child lives in the District with someone other than the parent(s) or guardian, the School District shall determine the residency status of the child based upon the information provided by the resident.

The Centennial Board of School Directors requires the filing of a sworn statement prior to admission of the child(ren) to our schools. The original of this affidavit must be submitted to the social worker prior to admission. Should the facts indicate that the case does not comply with the legal requirements, a notice will be sent to that effect and the child(ren) will not be admitted. Otherwise, admission will be granted on a semester basis. Every 90 school days, this affidavit needs to be renewed to confirm the ongoing status of the guardianship.

The resident and the natural parent(s) filing this sworn statement are hereby notified that if the statement is found to be false, both the Centennial resident and the natural parent(s) will be liable for tuition costs from the date of admission, as well as reasonable attorney fees, and the child(ren) involved will be excluded from our schools.

All Gratis Residency Affidavit forms will be reviewed and approved or denied by the Assistant Superintendent. The student(s) will not be enrolled until the Gratis Residency Affidavit is approved.



1. Name _____ Phone _____

2. Where do you reside in the Centennial School District?

3. List the name of the child(ren), not your own, who are living with you:

4. Do you receive, have you received, or do you expect to receive any money or other aid, such as clothing, medical care, child support payments, etc., for the care or maintenance of the child(ren)? NOTE: All sources of income received for the care or maintenance of the child(ren) must be listed.

Yes No If yes, please explain in detail:

5. If the above named child(ren) has been placed in your home by a placement agency, please provide the name and address of that agency:

Agent _____

Agency _____

Address _____

6. What are the names and addresses of the natural mother and father of the child(ren)? (NOTE: If either or both are deceased or if this information is not known, please state these facts.)

Mother _____

Address _____

School District of Residence _____

Father _____

Address _____

School District of Residence _____

7. Describe as clearly as possible the reasons for keeping the child(ren), including a statement of why the parents are not supporting them.

8. As the custodian of _____
Full Name(s) of Child(ren)

I want Do Do Not Want to add him/her/them as a tax dependent child on my Federal Income Tax Return.

NOTE: Making false statements on this form constitute a misdemeanor of the third degree, which is punishable by the imposition of a fine and imprisonment.

Signature: _____ Date: _____

NOTE: The natural parent(s) must complete the Federal Income Tax Dependency Form and return to the social worker at the District Administration Office BEFORE enrollment of your child(ren) into Centennial School District can be finalized.

Reviewed by Social Worker: _____ Date: _____

Notary Public Stamp:

Notary Public Signature: _____ Date: _____

Note: Estimated Tuition Rates for the _____ academic year:

Elementary \$ _____ (K-5)

Secondary \$ _____ (6-12)

CENTENNIAL SCHOOL DISTRICT

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202-AR-2. APPLICATION FOR NON-RESIDENT, NON-TUITION SENIOR STATUS

The Centennial School District recognizes that some non-resident students have need for educational opportunities offered in the Centennial School District. Requests will be reviewed on an individual basis and will be considered in regard to the educational benefits to the individual student as well as to the District's ability to provide the educational opportunity.

Policy 202. SC 1316 High School Seniors –

A District student who has been enrolled in and attended District high school in grades 9, 10, and 11 and who is eligible to graduate within one (1) year, prior to moving from the District, may request, in writing through the high school principal, permission to complete their senior year without payment of tuition in the District in accordance with established terms, conditions, and limitations.

Tuition free status/enrollment may be revoked when the student fails to comply with the terms, conditions, and limitations established for their free continued attendance.

The request is made by completing this form, before moving from the district, and submitting it to the students' school counselor. A recommendation will be made to the Assistant Superintendent based upon: (1) the student's academic, behavior, and attendance records; whether or not continuation will be of mutual benefit to the student and the school; and (3) agreement of the parents to provide necessary transportation to and from school.

Student Name: _____ Date Entered WTHS: _____

Current grade in school: _____ Age: _____ Requesting Senior Status for School Year: _____

I, the parent/guardian of the above-named student, request permission for him/her to attend William Tennent High School for the senior year as a non-resident, non-tuition student.

My Centennial School District address is: _____

My child and I will move from the Centennial School District on: _____

Our new address will be: _____

**Please provide a copy of your lease or settlement sheet with application.*

Parent/Guardian must explain reason for request:

Parent/Guardian Signature: _____ Date of Application: _____

SCHOOL COUNSELOR CHECKLIST

1. Attached is the applicant’s academic transcript and current grades.
2. Attached is the applicant’s attendance history for the past 3 years.
3. Attached is the applicant’s enrollment history for the past 3 years.
4. Attached is the applicant’s discipline history for the past 3 years.

- School Counselor recommends application.
 School Counselor does not recommend approval of this application.

School Counselor

Date

ACTION OF ASSISTANT PRINCIPAL

- Assistant Principal recommends application.
 Assistant Principal does not recommend approval of this application.

Reason (s) for disapproval: _____

Principal

Date

ACTION OF THE ASSISTANT SUPERINTENDENT

- Assistant Superintendent recommends application.
 Assistant Superintendent does not recommend approval of this application.

Assistant Superintendent

Date