

INSTRUCTIONS FOR AFFIDAVIT FOR RESIDENT/NONRESIDENT DEPENDENT CHILDREN (1302)

Middletown Area School District

The School District shall accept pupils from other areas who make their home in the **Middletown Area School District** under provisions of **Section 13-1302 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 person obligations and responsibilities for the academic achievement and good standing of the child, and that they intend to keep and support the child continuously and not merely through the school term.

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 will re-verify guardianship each school year. You are obligated to contact the School District if the child's living situation changes. If you have questions, please contact **Mrs. Terri Rushow, Student Registration** at 717-948-3300, ext. 1013.

Please check off each item that has been completed as part of the registration process in the column labeled "Guardian." Office personnel will also check through the packet when you register and check off items completed under "Office."

*** PLEASE TURN IN ALL DOCUMENTATION WITH THIS FORM ***

Section 1: (circle one)

I own my home.
(complete Section 2)

I rent.
(complete Section 3)

I reside in a mobile home.
(complete Section 4)

Section 2 - Homeowners:

Guardian

Office

1. Proof of Birth

2. Proof of Residency - Homeowners:

One of the following documents must be provided:

- Original deed signed by both parties in the guardian's name
- Mortgage payment or booklet or mortgage statement that includes name, current address and contact information of the financial institution
- Agreement of Sale, followed by original copy of settlement papers within 45 days of settlement
- Current property tax bill in the guardian's name

3. Additional Proofs of Residency for Homeowner:

Provide **any TWO** of the following: (all with your current MASD address)

- Valid driver's license (or I.D. card) or change of address card with your current address
- Valid vehicle owner's card with your current address (vehicle registration)
- Pay check stub within 30 days with your current address
- Tax bill (most recent) with your current address
- Homeowner's insurance bill with your current address
- Current Welfare Documentation
- Letter from Employer
- Federal/State Income Tax Return/W2 (current)
- Current Bank Statement
- Current Voter Registration Card
- Current Health Insurance Documentation

4. Authorization Agreement for Additional Occupants:

- An Authorization Agreement for Additional Occupants (1302) notarized and signed by the homeowner granting permission for the additional occupants at the residence, under what circumstances and the expected duration (AOA Form 1 - 1302)

5. Proof of Guardianship:

- A signed and notarized affidavit of guardianship of the child documenting the residency of the child (AFF Form 1 – 1302)

6. Tax Dependent Status:

- An official written statement stating that the guardians have registered the child as a tax dependent (1040 form) and that the natural parents have deleted their child from tax dependent status. **NOTE:** the School District will forward copies of the supporting statements to the proper federal and state taxing authority and can request a copy of the 1040 form annually showing that the child was claimed on the guardian's taxes.

Section 3 - Renters:

Guardian Office

- 1. Proof of Birth**
- 2. Proof of Residency - Renters:**
 - Lease signed by both parties (landlord and renter) in the guardian’s name, preferably with the child(ren) added to lease
- 3. Additional Proofs of Residency for Renter:**

Provide **any TWO** of the following: (all with your current MASD address)

 - Valid driver’s license (or I.D. card) or change of address card with your current address
 - Valid vehicle owner’s card with your current address (vehicle registration)
 - Pay check stub within 30 days with your current address
 - Tax bill (most recent) with your current address
 - Renter’s insurance bill with your current address
 - Current Welfare Documentation
 - Letter from Employer
 - Federal/State Income Tax Return/W2 (current)
 - Current Bank Statement
 - Current Voter Registration Card
 - Current Health Insurance Documentation
- 4. Authorization Agreement for Additional Occupants**
 - An Authorization Agreement for Additional Occupants (1302) notarized and signed by the landlord granting permission for the additional occupants at the residence, under what circumstances and the expected duration (AOA Form 2 - 1302) **NOTE:** the School District will verify this information with the landlord.
- 5. Proof of Guardianship:**
 - A signed and notarized affidavit of guardianship of the child documenting the residency of the child (AFF Form 1 – 1302)
- 6. Tax Dependent Status:**
 - An official written statement stating that the guardians have registered the child as a tax dependent (1040 form) and that the natural parents have deleted their child from tax dependent status. **NOTE:** the School District will forward copies of the supporting statements to the proper federal and state taxing authority and can request a copy of the 1040 form annually showing that the child was claimed on the guardian’s taxes.

Section 4 – Mobile Homes:

Guardian Office

- 1. Proof of Birth**
- 2. Proof of Residency – Mobile Homes:**
 - Deed to Mobile Home and Current tax bill in guardian’s name or rental agreement (if not owned)
- 3. Additional Proofs of Residency for Mobile Home Owners/Renters:**

Provide **any TWO** of the following: (all with your current MASD address)

 - Valid driver’s license (or I.D. card) or change of address card with your current address
 - Valid vehicle owner’s card with your current address (vehicle registration)
 - Pay check stub within 30 days with your current address
 - Tax bill (most recent) with your current address
 - Homeowner’s/Renter’s insurance bill with your current address
 - Current Welfare Documentation
 - Letter from Employer
 - Federal/State Income Tax Return/W2 (current)
 - Current Bank Statement
 - Current Voter Registration Card
 - Current Health Insurance Documentation

4. Authorization Agreement for Additional Occupants

- An Authorization Agreement for Additional Occupants (1302) notarized and signed by your landlord (**who you pay lot rent to**) granting permission for the additional occupants at the residence, under what circumstances and the expected duration (AOA Form 3 - 1302). **NOTE:** the School District will verify this information with the landlord.

5. Proof of Guardianship:

- A signed and notarized affidavit of guardianship of the child documenting the residency of the child (AFF Form 1 – 1302)

6. Tax Dependent Status:

- An official written statement stating that the guardians have registered the child as a tax dependent (1040 form) and that the natural parents have deleted their child from tax dependent status. **NOTE:** the School District will forward copies of the supporting statements to the proper federal and state taxing authority and can request a copy of the 1040 form annually showing that the child was claimed on the guardian’s taxes.

AFFIDAVIT FOR RESIDENT/NONRESIDENT DEPENDENT CHILDREN (AFF Form 1- 1302)

TO BE COMPLETED BY LEGAL OWNER OR RENTER OF THE PROPERTY WHO IS CLAIMING GUARDIANSHIP – EFFECTIVE ONE YEAR ONLY

Instructions: If the potential student is living, or will be living in a household of a school district resident(s) who is not the natural parent but will assume responsibility for the student, the resident(s) must complete the questionnaire. Registration will not be considered until the District has reviewed and approved this questionnaire and sworn affidavit. Upon approval, additional information may be necessary to complete registration.

Your Full Name: _____ Preferred Phone: _____

Resident Address: _____

Child's Full Name: _____ Child's Birthdate: _____

Name/Address of last school attended: _____

Date child began/will begin to reside in your home: _____ Grade Entering: _____

1. Please check one: I own my home. I rent. I reside in a mobile home.
2. Are you supporting this child gratis (without personal compensation or gain)? Yes No
If no, please explain: _____
3. Do you intend to keep and support this child as though they were your own continuously, 12 months a year, and not merely through the school term? Yes No
If no, please explain: _____
4. Will you assume all personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fine, citations/fines for truancy, attending parent-teacher conferences, attending meetings/hearing concerning discipline, and fulfilling any special education requirements? Yes No
5. Do you have a court ordered document transferring educational rights? Yes No
*If no, please provide names/addresses/phone # of biological parents:

6. Please provide a brief summary as to the reason this child is living in your household under your guardianship:

7. I agree to notify the school in writing of any change in guardianship or my residency status and understand that I will be required to register the child as a **tax dependent (1040 form)** and that the **natural parent has deleted their child from tax dependent status**.
8. I understand that if any of information on this application proves to be false, the Middletown Area School District has the right to reject this application or to remove the student(s) from the School District. I shall then be liable to reimburse MASD for the cost of educating all children enrolled pursuant to this Affidavit for all dates of improper enrollment in the School District, and any costs incurred for investigation, court costs or for collection of the tuition. I have read the above conditions of this Affidavit, and I declare that the statements made herein are true and correct based on my personal knowledge. I understand that if this Affidavit is violated, the District may pursue civil and/or criminal proceedings against me.
9. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services. Should it be determined that the facts are not true, either **NOW OR IN THE FUTURE**, I shall then be liable for fraudulent enrollment of students.

Signature of Resident

Date

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate is calculated by Pennsylvania Department of Education based on the previous year's Financial Report as reported by each School District. The tuition rate for the 2019/2020 school year is based on the 2018/2019 fiscal year. The actual rate certified by PDE will not be known until May 2020, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2019/2020 (using the certified tuition rate for 2018/2019) are: Elementary: \$11,055.92, Secondary: \$12,927.95.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20_____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AUTHORIZATION AGREEMENT FOR ADDITIONAL OCCUPANTS (AOA - Form 1 - 1302)

TO BE COMPLETED BY LEGAL OWNER OF RECORD- EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with members of another family under their guardianship, a 1302 form must be filled out. In these cases, a homeowner may be asking the school district for permission to register a student(s) who are living in their home in absence of their parents. For safety and occupancy purposes, the school district will verify that you are (as the legal owner) aware of the additional occupants and this is acceptable to you. Only the owner of record or his/her agent can grant permission for the parties to reside in a property. This document will serve as your permission and verification.

1. I, _____, owner of _____
(name of property owner or agent) (property address)

do grant permission for the persons listed below to live at the above property with _____

under the following circumstances: _____
(permanent/temporary basis, etc.)

The expected duration of their stay will be _____
(dates, if known)

Please list the names of all persons who are legally allowed to reside at the above address:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. I have read the above information contained in this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. All persons listed on this form have my authorization to reside at the above address either temporarily or permanently.

3. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services. Should it be determined that the facts are not true, either **NOW OR IN THE FUTURE**, I shall then be liable for fraudulent enrollment of students.

If any changes occur in the occupants of this property, please contact **Terri Rushow, Student Registration at 717-948-3300, ext. 1013.**

Signature of Homeowner

Address

Phone

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate is calculated by Pennsylvania Department of Education based on the previous year's Financial Report as reported by each School District. The tuition rate for the 2019/2020 school year is based on the 2018/2019 fiscal year. The actual rate certified by PDE will not be known until May 2020, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2019/2020 (using the certified tuition rate for 2018/2019) are: Elementary: \$11,055.92, Secondary: \$12,927.95.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.
Sworn to and subscribed before me this _____ day of _____, 20_____
Commonwealth of Pennsylvania, County of _____
Notary Public: _____

AUTHORIZATION AGREEMENT FOR ADDITIONAL OCCUPANTS (AOA - Form 3 - 1302)

TO BE COMPLETED BY MOBLIE PARK MANAGER OR PROPERTY MANAGEMENT TEAM – EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with members of another family under their guardianship, a 1302 form must be filled out. In these cases, a family living in a mobile home park may be asking the school district for permission to register a student(s) who are living in their mobile home in absence of their parents. For safety and occupancy purposes, the school district will verify that the mobile home property management team is aware of the additional occupants and this is acceptable to you. Only you or your agent can grant permission for the parties to reside in a property even though the family may own the mobile home. This document will serve as your permission and verification for additional occupants to reside in the property.

1. I, _____, owner of _____
(name of property owner or agent) (property address)

do grant permission for the persons listed below to live at the above property with _____
(lessee)

under the following circumstances: _____
(permanent/temporary basis, etc.)

The expected duration of their stay will be _____
(dates, if known)

Please list the names of all persons who are legally allowed to reside at the above address:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. I have read the above information contained in this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. All persons listed on this form have my authorization to reside at the above address either temporarily or permanently.

3. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy.

If any changes occur in the leasing of this rental or the occupants, please contact *Terri Rushow, Student Registration at 717-948-3300, ext. 1013.*

Signature of Mobile Home Park Management Team *Address* *Phone*

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate is calculated by Pennsylvania Department of Education based on the previous year's Financial Report as reported by each School District. The tuition rate for the 2019/2020 school year is based on the 2018/2019 fiscal year. The actual rate certified by PDE will not be known until May 2020, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2019/2020 (using the certified tuition rate for 2018/2019) are: Elementary: \$11,055.92, Secondary: \$12,927.95.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____