



# MANHEIM CENTRAL SCHOOL DISTRICT

281 White Oak Road  
Manheim, Pennsylvania 17545

(717) 664-8520 FAX (717) 664-8539  
www.manheimcentral.org

## VERIFICATION OF ADDRESS IN CASE OF LIVING WITH LEGAL RESIDENT

Under Section 1302 of the Pennsylvania School Code:

A child shall be considered a resident of the school district in which his parents or the guardians of his person resides. When a resident of any school district keeps in his home a child of school age, not his own, supporting the child gratis as if it were his own, such child shall be entitled to all free school privileges accorded to resident school children of the district, including the right to attend the public school maintained in such district or in other districts in the same manner as though such child were in fact a resident school child of the district, and shall be subject to all the requirements placed upon resident school children of the district. Before accepting such child as a pupil, the Board of School Directors of the district may require documentation of residency.

**A person who knowingly provides false information could be fined up to \$300 or be required to perform up to 240 hours community service or both.**

Student Name \_\_\_\_\_ Sex: M / F Date of Birth \_\_\_\_\_  
(LAST) (FIRST) (M)

Address \_\_\_\_\_  
(STREET/APT#) (CITY/STATE) (ZIP CODE)

**Student resides with:** Name of Custodial Parent/Guardian/Foster \_\_\_\_\_

Siblings at this listed address: Name(s) and Grade(s) \_\_\_\_\_  
\_\_\_\_\_

**Parent and Child reside with:** Name of Legal Resident \_\_\_\_\_

*In case the above named parent and child move from my residence, I will contact the MCSD within 3 days of their moving date.*

Signature of Legal Resident \_\_\_\_\_

### Proof of Residency (as provided by legal resident) has been copied and submitted:

**ONE OF THE FOLLOWING:**  Deed (signed by both parties),  Original Lease,  Mortgage Payment Booklet or Agreement of Sale followed by Original Copy of Settlement Papers with 45 Calendar Days of Settlement  
*PLUS*

**ANY TWO OF THE FOLLOWING** (showing identical name and address):  Current Utility Bill,  Valid Driver's License,  
 Valid Vehicle Owner's Card,  Paycheck Stub containing Home Address, Tax or Sewer Bill

### LANDLORD VERIFICATION (must be completed if applicable)

Landlord's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Approval has been granted for the following individuals to reside with \_\_\_\_\_  
(RESIDENT'S NAME)

Name of parent(s) and student(s) living with resident \_\_\_\_\_

Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_

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261 White Oak Road  
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Sworn and subscribed to me by the above named resident this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

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JUSTICE OF THE PEACE OR NOTARY PUBLIC

Through my notarized signature, I grant the Manheim Central School District permission to investigate the above information that I have present in this document for confirmation and factual accuracy.

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PARENT / GUARDIAN

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Guidelines for reasonable information to substantiate sworn statement by resident under 24 P.S. § 13-1302:

Pursuant to Act 35 of 2001, school districts may, upon adoption by way of school board policy, request copies of one of the items in each category below, in substantiation of the assertions made in the sworn statement of the resident. If the school district has elected to require substantiating information and advised the resident thereof, then the resident must submit the required documentation along with the statement before the district is required to accept the child as a student. Reasonable information to substantiate the statement shall include the following:

**PARENT/LEGAL GUARDIAN** is a temporary resident of the district as evidenced by **ONE** of the following:

- Pennsylvania Department of Transportation identification or driver's license OR
- Pennsylvania Department of Transportation vehicle registration OR
- Copy of State/Federal program enrollment OR
- Copy of paycheck stub with name and address of employee and employer

**ALL SIGNERS WILL BE ASKED TO PROVIDE VALID PHOTO IDENTIFICATION**