

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 **MASD** 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. After the first year, documentation may be requested to demonstrate that the child is living with the guardian(s) un-supported (claimed on taxes). Failure to provide documentation, if requested, will result in the child being removed from the District.

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 **Student Registration** at registration@raiderweb.org or 717-948-3300, ext. 1013.

Please check off each item that has been completed under the heading "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** (not needed if a renewal)

2. **Proof of Residency - Homeowners**

One of the following documents must be provided: (not needed if a renewal)

- 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: (each must contain your current MASD address)

- Valid driver's license (or I.D. card) or change of address card with your current address
- Current utility bill containing 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. **Proof of Guardianship - AFF Form 1 - 1302 (page 4)**

- Provide copy of completed county form or court order transferring child support payments to resident, if applicable, OR
- Provide copy of completed State form notifying Dept. of Welfare of the child's new residence, if applicable, OR
- Provide copy of insurance card/policy/statement listing child(ren) as eligible for services, if applicable, OR
- Provide a signed and notarized affidavit of guardianship of the child documenting the residency of the child by **the guardian.**

(continued on the next page)

Section 2 – Homeowners (continued)

| Guardian | Office | |
|----------|--------|--|
| _____ | _____ | 5. Authorization Agreement for Additional Occupants - AOA Form 1 - 1302 (page 5) <ul style="list-style-type: none">• 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 by homeowner. |
| _____ | _____ | 6. Tax Dependent Status - AFF - HC - TD - 1302 (page 8) <ul style="list-style-type: none">• The new guardian must complete statement AFF - HC - TD - 1302 indicating that the natural parents have deleted their child(ren) from tax dependent status and are transferring the tax exemption to the new guardian. 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 (not needed if a renewal) |
| _____ | _____ | 2. Proof of Residency - Renters <ul style="list-style-type: none">• Current 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 <p>Provide any TWO of the following: (each must contain your current MASD address)</p> <ul style="list-style-type: none">• Valid driver's license (or I.D. card) or change of address card with your current address• Current utility bill containing 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. Proof of Guardianship - AFF Form 1 - 1302 (page 4) <ul style="list-style-type: none">• Provide copy of completed county form or court order transferring child support payments to resident, if applicable, OR• Provide copy of completed State form notifying Dept. of Welfare of the child's new residence, if applicable, OR• Provide copy of insurance card/policy/statement listing child(ren) as eligible for services, if applicable, OR• Provide a signed and notarized affidavit of guardianship of the child documenting the residency of the child by the guardian. |
| _____ | _____ | 5. Authorization Agreement for Additional Occupants - AOA Form 2 - 1302 (page 6) <ul style="list-style-type: none">• 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. NOTE: the School District will verify this information with the landlord. |
| _____ | _____ | 6. Tax Dependent Status - AFF - HC - TD - 1302 (page 8) <ul style="list-style-type: none">• The new guardian must complete statement AFF - HC - TD - 1302 indicating that the natural parents have deleted their child(ren) from tax dependent status and are transferring the tax exemption to the new guardian. 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. I will register the child as a **tax dependent** and the **natural parent has deleted their child from tax dependent status.** (AFF - HC - TD - 1302)
8. I understand that if any of information on this application proves to be false, MASD has the right to reject this application or to remove the student(s) from the School District. I am aware of the fact that if the child(ren) under my guardianship cease to reside at the above address, or are found to be living outside of my home, they will be subject to immediate withdrawal from MASD.
9. 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. I understand that residency will be monitored throughout the school year and in the summer.
10. 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. False swearing in this affidavit is a misdemeanor of the third degree in PA and is punishable by a fine of up to \$2500, imprisonment for one year, or both under 18 C.S. §4904. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

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 _____
(owner)

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 Student Registration at registration@raiderweb.org or 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. False swearing in this affidavit is a misdemeanor of the third degree in PA and is punishable by a fine of up to \$2500, imprisonment for one year, or both under 18 C.S. §4904. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

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 2 - 1302)

TO BE COMPLETED BY LANDLORD OF RECORD OR HIS/HER AGENT – 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 renter may be asking the school district for permission to register a student(s) who are living in their rental unit in absence of their parents. For safety and occupancy purposes, the school district will verify that you are (as the landlord/or his or her agent) 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, the leasee cannot. 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 _____
(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. 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.

If any changes occur in the leasing of this rental or the occupants, please contact Student Registration at registration@raiderweb.org or 717-948-3300, ext. 1013.

Signature of landlord/agent 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. False swearing in this affidavit is a misdemeanor of the third degree in PA and is punishable by a fine of up to \$2500, imprisonment for one year, or both under 18 C.S. §4904. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

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 *Student Registration* at registration@raiderweb.org or 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. False swearing in this affidavit is a misdemeanor of the third degree in PA and is punishable by a fine of up to \$2500, imprisonment for one year, or both under 18 C.S. §4904. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

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: _____

Part I:

I understand that if the housing circumstances on the 1302 form change at any point in the school year, it is my obligation to make the District aware of those changes **IMMEDIATELY**.

Part II:

In addition, the parent(s) of the child(ren) under my guardianship are transferring tax exemption of child(ren) to me, as guardian. The natural parents have deleted their child from tax dependent status. I am aware that the School District will forward copies of the supporting documentation 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.

By signing below, I swear to notify the Middletown Area School District **DIRECTLY** of any changes in my residency status or the students living in my home immediately. If I fail to report a change in residency and the District becomes aware, the students will be dropped from the rolls. I will claim tax dependent status for the child(ren) under my guardianship as they will be under my care continuously throughout the year, not just while school is in session.

Signature of District Resident

Date