

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

TO BE COMPLETED BY LEGAL OWNER OR RENTER OF THE PROPERTY WHO IS CLAIMING GUARDIANSHIP - Effective for One Year ONLY

The School District shall accept pupils from other areas who make their home in the **Middletown Area School District** under the 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 personal 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. The District shall require:

- A signed and notarized affidavit of guardianship documenting the residency of the child.
- An official written statement stating that the guardian(s) has registered the child as a tax dependent (1040 form) **and** that the natural parent(s) has deleted their child from tax dependent status. **Middletown Area School District** will forward copies of the supporting statements to the proper federal and state taxing authority.
- Periodic verification will be made to determine that the child is living in the resident's home on a full-time basis. Furthermore, the School District reserves the right to re-verify guardianship status at the beginning of each school semester (90 school days) with the **Student Registration Office, Terri Rushow**. Should you have any questions, please contact Mrs. Rushow directly at 717-948-3300 ext. 1013.
- If you are residing in a rental unit or mobile home, you will also need to provide notarized proof from the owner/lessor of record or their agent granting permission to the parties involved to reside at the residence, under what circumstances, and the expected duration. The school district will verify this information with the landlord. **NOTE: Only the property owner of record or their agent can grant permission for the parties to reside in a property, a lessee cannot.**

AFFIDAVIT FOR RESIDENT/NONRESIDENT DEPENDENT CHILDREN (1302)

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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, and phone numbers 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 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 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.

Signature of Resident

Date

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.

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 (1302)

TO BE COMPLETED BY LEGAL OWNER/LANDLORD OF RECORD OR HIS/HER AGENT - Effective for One Year ONLY

If a child registering for the Middletown Area School District lives in a residence with members of a different 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 home in absence of their parents. For safety and occupancy purposes, the school district will verify that you are (as the landlord/owner of the property) 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.

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 homeowner/lessee

Address

Phone

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: _____