

MULTIPLE OCCUPANCY INSTRUCTIONS

Middletown Area School District

If a child registering for the Middletown Area School District lives in a residence with other members of a different family, a **Multiple Occupancy form** must be completed, signed and notarized by both the legal parent of the child/children being registered and the legal homeowner/leasee in the District.

Multiple Occupancy for New Registrants:

Complete the Multiple Occupancy form. The burden of proof for establishing current legal residency is yours.

One form **must** be the homeowner's lease/rental agreement and/or property deed and the additional proof must be in the legal parent/guardian's name (the most common item used is the PO change of Address Card). If you are residing with another family in a rental unit or mobile home, you will also need to provide notarized proof from the owner/lessor of record or his/her agent granting permission for the parties involved to reside at the residence, under what circumstances, and the expected duration. **NOTE: Only the property owner of record or his/her agent can grant permission for the parties to reside in a property, a lessee cannot.**

Please note that the **Multiple Occupancy Form** is only good for the current year you are registering. You will be required to complete a new Multiple Occupancy form each year your child is enrolled in the District, as long as your status remains as a multiple occupancy situation. In the event that you and your child/children establish your own permanent legal residency, you will need to do a change of address at your child/children's school to change your residency status and move your bus or transportation.

Acceptable forms of proof of residency **must** include the legal parent/guardian's name and full physical address of the property (PO's are not acceptable forms of proof of residency). Below is a list of what we will accept as proof of residency:

ONE of the following items in addition to what is listed above:

Current Credit Card Statement	Letter from Employer	Current Bank Statement
Current Welfare Documentation	Current Health Insurance Documentation	Current Voter Registration Card
Post Office Change of Address Verification	Federal/State Income Tax Return/W2	Current Vehicle Registration
Current Utility Bill (PPL, Water/Boro Electric)	Driver's License (with current MASD Address) or I.D. Card	

Multiple Occupancy Renewals for Homeowners:

If you and your child/children are still living with a resident that is a homeowner in the District and you see a renewal letter in the mail, please complete the form ASAP. Since you have already completed paperwork for at least one year prior, homeowners are not required to provide another copy of their Property Deed as the original copy you provided will remain on file. You are still required to provide the District with **two CURRENT valid** forms of proof of residency from the list below; **one** in the **homeowner's** name and **one** in the **parent's** name:

Homeowners' Insurance	Current Bank Statement	Current Year's Federal/State Income Tax Return
Current Credit Card Statement	Current Voter Registration Card	Current Utility Bill (PPL, Water/Boro Electric)
Current Welfare Documentation	Current Health Insurance Documentation	
Current Vehicle Registration	Driver's License (with current MASD Address) or I.D. Card	

Multiple Occupancy Renewal for Renters:

If you and your child/children are still living with a resident that is a renter in the District and you receive a renewal letter in the mail, please complete the form ASAP. The resident that you are living with will be required to provide the District with a **current updated lease** showing that you and your child/children are still residing with them and the **parent** must provide **one** current valid form of proof of residency from the list below:

Current Credit Card Statement	Current Vehicle Registration	Current Bank Statement
Current Welfare Documentation	Current Health Insurance Documentation	Current Year's Federal/State Income Tax Return
Current Voter Registration Card	Current Renter's Insurance	

NOTE: Only the property owner of record or his/her agent can grant permission for the parties to reside in a property, a lessee cannot.

Should you have any questions, please contact me directly at 717-948-3300, ext. 1013.

Terri Rushow, Student Registration
trushow@raiderweb.org

APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION

TO BE COMPLETED BY PARENT – EFFECTIVE ONE YEAR ONLY

Pennsylvania law states that a child shall be accorded free school privileges by the school district in which his/her parent(s) resides. Since you are applying for registration of your children within the **Middletown Area School District** and will reside with another family in a home, rental unit or mobile home in their name, please fill out this form. In addition, you are requested to provide the names of all individuals who will be moving into the District. An affidavit of the **OWNER or LESSEE** will be required attesting to your residency in the described home/apartment and appropriate proofs of residency will need to be attached/provided. In addition to this form, **YOU** must provide a copy of your Driver's License or State Identification Card with the current Middletown address and two other appropriate proofs of residency.

1. I certify that I am the parent or legal guardian of the child(ren) listed below, and we reside in the Middletown Area School District in a home/apartment that is owned or leased by a Middletown Area School District resident.

Name(s):

Grade:

_____	_____
_____	_____
_____	_____
_____	_____

2. I certify that my children and I reside in the Middletown Area School District at the following location: _____

in a property that is owned or leased by: _____

3. Is the reason for moving to this address due to loss of housing, economic hardship, fire or domestic reasons? YES NO

If none of the above reasons apply, list reason for occupancy: _____

4. Anticipated length of stay with District resident: _____

5. I assume responsibility for notifying the Middletown Area School District should any change in my residency status occur.

6. 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.

7. 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.

Signature of parent/legal guardian

Date

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. As a result, the tuition rate for the 2017/2018 school year is based on the 2016/2017 fiscal year with an adjustment made on the June tuition bill. Estimated tuition rates for 2017/2018 are: Elementary: \$10,329.72, Secondary: \$11,092.98.

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: _____

MULTIPLE OCCUPANCY CERTIFICATE AFFIDAVIT

TO BE COMPLETED BY LEGAL OWNER/RENTER OF THE PROPERTY – EFFECTIVE ONE YEAR ONLY

Your residence is claimed to be the residence of a family, which has neither a lease nor deed to establish proof of residence within the Middletown Area School District. This form is required for the parent/guardian to register children to attend MASD. In addition to this form, you must provide a copy of your Driver's License or State Identification Card and a copy of your lease or deed or real estate tax bill in addition to two other appropriate proofs of residency. You will also need to fill out an authorization and verification agreement. If you are renting, you will need additional documentation from your landlord.

1. I, _____, certify that I am the legal owner or lessor of the property located at:
_____ in the Middletown Area School District.

2. Please check one: I own my home. I rent. I reside in a mobile home.

3. I certify that the following persons are living on a permanent basis at the above address with me (include your spouse and children, too):

Name:	Relationship to You:	Grade (if applicable)	School (if applicable):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. I assume responsibility for notifying the Middletown Area School District should any change in the above information occur, including their residence, name or relationship changes to me.

5. 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 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.

6. I have read the above conditions of this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. I understand that if this Affidavit is violated, the District may pursue civil and/or criminal proceedings against me.

Signature of homeowner/lessee *Address* *Phone*

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. As a result, the tuition rate for the 2017/2018 school year is based on the 2016/2017 fiscal year with an adjustment made on the June tuition bill. Estimated tuition rates for 2017/2018 are: Elementary: \$10,329.72, Secondary: \$11,092.98.

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 AND VERIFICATION AGREEMENT

TO BE COMPLETED BY LEGAL OWNER/RENTER OF THE PROPERTY - EFFECTIVE ONE YEAR ONLY

PLEASE NOTE: A PERSON WHO KNOWINGLY PROVIDES FALSE INFORMATION IN THIS SWORN STATEMENT FOR THE PURPOSE OF ENROLLING 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 \$300 FOR THE BENEFIT OF THE SCHOOL DISTRICT IN WHICH THE PERSON RESIDES OR TO PERFORM UP TO 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 THE COST OF THE TUITION DURING THE PERIOD OF ENROLLMENT.

I, _____, do hereby give the Middletown Area School District authorization to contact any/all of the following to verify residency dependency, and authenticity of information given on the **Multiple Occupancy Certificate Affidavit** form bearing my signature.

1. Internal Revenue Service
2. Employer
3. Welfare Agency
4. Previous Landlord or current occupant of former address
5. Bureau of Motor Vehicles
6. U.S. Postal Service

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: _____

AUTHORIZATION AGREEMENT FOR A MULTIPLE OCCUPANCY ON PROPERTY

TO BE COMPLETED BY OWNER/LANDLORD OF RECORD OR HIS/HER AGENT FOR RENTAL UNITS & MOBILE HOMES – EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with other members of a different family, a Multiple Occupancy Form must be completed, signed and notarized by both the legal parent of the child/children being registered and the legal homeowner/lessee in the District. A **MULTIPLE OCCUPANCY CERTIFICATE AFFIDAVIT** and an **AUTHORIZATION AND VERIFICATION AGREEMENT** must be filled out by the renter of your property. In these cases, a renter may be giving the school district permission to register students who are living in their home along with their parents. For safety and occupancy purposes, the school district would also like to verify that you (as the landlord/owner of the property) are aware of the multiple occupancy and are verifying that 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, a lessee 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: _____