

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

202-AR-1. INFORMATION TO SUBSTANTIATE SWORN STATEMENT BY RESIDENT

In accordance with Board policy, district staff will verify claims of residency, dependency and guardianship relative to nonresident students.

District staff will inform the resident that s/he must provide to the district a copy of one (1) item in each category below to substantiate the assertions made in the resident's sworn statement. The resident must submit the required documentation and sworn statement before the district is required to accept the student.

Reasonable information to substantiate the sworn statement includes two (2) of the documents in each category below.

Signer Is A District Resident

1. Utility bill.
2. Pennsylvania driver's license or identification.
3. Pennsylvania vehicle registration.
4. Copy of state/federal program enrollment.
5. Copy of paycheck stub with name and address of employee and employer.

Signer Is Supporting The Child Gratis

1. Copy of IRS form transferring tax exemption of child to resident.
2. Copy of federal or state tax form that lists child as dependent of resident.
3. Copy of completed county form transferring child support payments to resident.
4. Copy of completed state form notifying Department of Welfare of child's new residence.
5. Copy of insurance policy/card/statement listing child as eligible for services.
6. Copy of rental/lease agreement identifying the child as a tenant.

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Signer Assumes All Personal Obligations For Child Relative To School Requirements

Sworn statement by resident will be satisfactory evidence.

Signer Keeps And Supports Child Continuously And Not Merely Through School Term

Sworn statement by resident will be satisfactory evidence.