

## Proof of Residency Requirements

Penn Manor School District requires Proof of Residency per the Pennsylvania Department of Education for enrollment into our district. Proper Proof of Residency must be shown at enrollment appointments as well as for a change of address within district. The district reserves the right to deny enrollment to any family that cannot provide proof of residence within our district borders.

### Required Documentation:

**Photo Identification** of Parent/Guardian is required for all appointments in addition to:

- If you **own** your residence you will need **ONE** of the following:
  - Mortgage Bill, Deed, or Property Tax Bill
  - Signed Settlement Statement / Bill of Sale\*
  - Current Utility Bill for Electric, Gas, Oil, Water/Sewer, TV/Internet or Trash
    - Please note that a cell phone bill is NOT considered a Utility Bill
- If you **rent** your residence you will need **ONE** of the following:
  - Signed Lease / Rental Agreement
  - Current Utility Bill (if applicable)
- If your **residence is not in your name** you will need **ALL** of the following:
  - Dated and Signed Letter from Residence Holder stating living situation
  - Photo Identification of Residence Holder
  - One of the above Proof of Residency documents of Residence Holder
    - From either Rental or Ownership section listed above
- If your **student is not residing with a parent/guardian**:
  - Notarized Penn Manor Affidavit Statement\*\*
  - Photo Identification of Residence Holder
  - One of the above Proof of Residency documents of Residence Holder
- If you are **currently considered homeless**:
  - Please contact the district registrar for more information at 717-872-9500

*\*If using a Bill of Sale for a future Settlement Date, you must be approved by the Superintendent's Office and further Proof of Residency must be provided within thirty (30) days of Settlement Date to prove that settlement did take place as planned. Further Proof of Residency may be: a Mortgage Bill, Deed or Signed Settlement Statement. Please contact the Superintendent's office at 717-872-9500 for prior approval to use a Bill of Sale for a future Settlement Date.*

*\*\*Penn Manor School District can provide notary services at no charge in order to complete the Notarized Affidavit Statement. You must make an appointment with the District Registrar to complete the Affidavit paperwork. New enrollment or student address change Affidavit appointment may be scheduled at the same time as the enrollment or address change appointment. All affidavits will be submitted to the Superintendent's Office for approval. You will be notified of the status once reviewed.*

If you have any questions about this policy, please contact our District Registrar at 717-872-9500.