

RTSD Verification of Residency and Eligibility for Educational Services

February, 2014

Dear Parents / Guardians of students attending Radnor Schools,

As we prepare for the opening of another school year, it is extremely important to advise you regarding the policy of the Radnor Township School District and the Pennsylvania state law regarding residency and eligibility to receive educational services within Radnor Township School District.

Pennsylvania Public School Code, Sections 1301, 1302, 1305, 1306, 1309, 1310, and 1316 contain the state law regarding enrollment and eligibility to attend the local public school where the parent / guardian of a school-age student resides and the eligibility of certain non-resident students attending public schools. Radnor Township School District School Board Policy # 200 Enrollment in District, #201 Admission of Students, and #202 Eligibility of Non-Resident Students, in accordance with the state laws above, are the policies that govern your student(s) initial and continued eligibility to attend school in the Radnor Township School District. Therefore, it is important to notify your child's school if you or your child's living arrangements change at anytime during the school year.

Please carefully review the following items that may impact your child's eligibility to attend school in the Radnor Township School District.

You or your child has moved

If you or your child has moved or will be moving at anytime to a different location within Radnor Township or no longer reside in Radnor Township, you must immediately notify your child's school regarding your current address and continued eligibility to attend Radnor schools. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school.

You are keeping a school aged child whose parents reside elsewhere

If you are keeping a school-age child in your home, whose parents or guardians reside elsewhere, you must complete and submit an Affidavit of Residency form before the start of each school year. This form constitutes a sworn statement that you are providing gratis support to the school-age child as if he/she was your own, and that the living arrangement is continuous and not just for the school year or solely for the purpose of attending school in Radnor Township. If you have previously completed an Affidavit of Residency form, a form will be mailed to you prior to the start of the school year. If you do not receive the form, please contact your child's school to make arrangements to receive a copy of the Affidavit of Residency. A new Affidavit of Residency must be completed each year for each child and submitted with proof of residency. See below for acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

You are the parent / guardian of a school-age child and you and your child are living with a Radnor Township Resident (including a family member)

If you are the parent or guardian of a school-age child who attends public school in the Radnor Township School District and you are residing in the home of a Radnor Township resident, including family members, you must complete a Multiple Occupancy Registration before the start of each school year. The Multiple Occupancy Registration process contains two affidavits; an Application for Multiple Occupancy that is completed by the child's parent / guardian, and the Certificate of Multiple Occupancy that is completed by the Radnor Township resident with whom you reside. A new Application for Multiple Occupancy and a Certificate of Multiple Occupancy form must be completed each year and submitted with proof of residency. See below for acceptable proof of residency documents. If you have previously completed an Application for Multiple Occupancy and a Certificate of Multiple Occupancy form, the forms will be mailed to you prior to

the start of the school year. If you do not receive the forms, please contact your child's school to make arrangements to receive a copy of the Application for Multiple Occupancy and the Certificate of Multiple Occupancy forms. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

Acceptable proof of residency documents

Parents / Guardians must provide three proofs of residency (ONE of the following: original lease or deed signed by both parties, mortgage payment booklet, or agreement of sale followed by original copy of settlement papers within 45 calendar days of settlement; **PLUS** any TWO of the following showing identical name and address: valid driver's license, valid vehicle owner's card, current utility bill, paycheck stub containing home address, tax bill or sewer bill).

If you have any questions regarding the above requirements, the school district policies, or questions regarding your child's specific eligibility for enrollment in school, please contact your child's school for assistance.