

REQUIRED DOCUMENTATION FOR ALL REGISTERING STUDENTS

Submission of the Registration Application and the mandatory documents listed below must occur prior to any child being accepted as a student within Susquehanna Township School District (STSD). The following documentation must be provided for all new and or returning students:

- 1. Proof of Age [24 P.S. §13-1304; 22 Pa. Code Ch. 11]**
 - Any one of the following constitutes acceptable documentation: birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.
- 2. Immunization Records [24 P.S. §13-1303a]**
 - Certificate of immunization issued in accordance with the rules and regulations of the Pennsylvania Secretary of Health and the Advisory Health Board.
 - Students who are not immunized as required by the Pennsylvania Department of Health, or who are not medically and/or religiously exempt, may not be admitted into STSD.
- 3. Proof of Residence** - Residency requirements must be accompanied by the completed District Residence Affidavit and by a document from both List A and B below.
 - List A—Residential Documents that Establish Susquehanna Township Residency** - Residents must complete the "District Residence Affidavit" and provide at least one item from this list.
 1. A recorded deed indicating address of residence, and name(s) of property owner(s) for an improved property within the district
 2. A mortgage settlement document(s) indicating address of residence and name(s) of property owner(s)
 3. Payment, or proof of liability for payment, of municipal and/or school district taxes for an improved property within the district for the current or immediately preceding tax year
 4. A signed lease agreement providing for occupancy of a residence or residential unit within the district
 5. A signed agreement of sale for the purchase of a residence or residential unit within the district
 6. A signed contract for the construction of a residence within the district, together with a copy of the building permit and/or other applicable permits
 - List B—Identification Documents that Establish Susquehanna Township Residency** - Residents must complete the "District Residence Affidavit" and provide at least one item from this list.
 1. Pennsylvania Driver's License indicating an address within the district
 2. Pennsylvania identification card indicating an address within the district
 3. Pennsylvania automobile registration indicating an address within the district
 4. Current utility bill indicating payment of utilities due to occupancy of a residence within the district
 5. Current credit card bill or current bank statement
 6. Current check stubs from wages, public assistance, social security or other source of income indicating an address within the district
- 4. Multiple Occupancy Requirements** – Multiple occupants must also complete the “Multiple Occupancy Form”
 - Resident/Home Owner: In addition to providing one item from 3A and one item from 3B, the Resident/Owner **must** complete the Multiple Occupancy Form
 - Multiple Occupant Family: In addition to providing two items from 3B, the Multiple Occupant Family **must** complete the Multiple Occupancy Form.

**** For Rented/Leased Properties: If the property is rented or leased, a current lease listing all residents or a statement from the landlord, property management office, or property owner must be included indicating knowledge of all persons residing in the property****
- 5. Parent Registration Statement [24 P.S. §13-1304a]**
 - Parent Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence.

ADDITIONAL DOCUMENTATION REQUIRED FOR NON-BIOLOGICAL CHILD(REN)

The mandated documents below shall be completed and filed with the school district prior to any child being accepted as a pupil. Applications for registration of students not residing with their parent or guardian must contain the following in addition to all other required documents:

- 1.Foster Children [24 P.S. §13-1305]**
 - Original letter from the court, association, agency or institution indicating compensated placement with the resident, and the resident school district of the natural parent(s) and;
 - Signed sworn statement that the child has been placed by a bona fide agency in the home of the resident with compensation
- 2.Other Children, Not One's Own [24 P.S. §13-1302]**
 - Appropriate legal documentation to show dependency/guardianship (Custody orders or agreements are A valid proof of guardianship).
 - Signed sworn statement that the child is being supported gratis and the resident will continuously assume all personal obligations for the child relative to school supported by one of the following:
 1. Copy of federal or state tax form which lists child as a dependent of resident, or;
 2. Copy of insurance policy/card/statement listing child as eligible for services, or; 3. Proof of parents' active military deployment

A child considered a resident of the Susquehanna Township School District, per his/her parent(s) and/or guardian(s) place of residence; will be enrolled in the appropriate school building in accordance with the established school district attendance areas.

All statements/documents herein are subject to the penalties of 18 P.A.C.S., Section 4904, relating to unsworn falsification to authorities