

# Residency Verification Form for Students Living with a Non-Parent Resident of Bellevue or Avalon



This completed form is a requirement for enrollment if you reside in Bellevue or Avalon and are supporting a child who is not your own. The 1302 Affidavit is a legal document and must be notarized. If the student plans on participating in athletics, the PIAA Member School Athletic Transfer Waiver Request Form must also be completed.

Please read all contents carefully before signing and having this affidavit notarized. The affidavit must be renewed each year the student attends Northgate School District.

## 24 PS 13-1302 Affidavit For School Enrollment

Please read all contents carefully before signing and having this affidavit notarized. The affidavit must be renewed each year the student attends Northgate School District.

“When a resident of any school district keeps in his/her home a child of school age, not his/her own, supporting the child gratis as if the child was his/her own, such child shall be entitled to all free privileges accorded to resident school children of the district.

Before accepting such child as a pupil, the Board of School Directors of the district may require such resident to file with the Secretary of the Board a sworn statement that he/she is a resident of the district, that he/she is supporting the child gratis, that he/she will assume all the personal obligations for the child relative to school requirements, and that he/she intends to so keep and support the child continuously and not merely through the school term.”

To qualify for eligibility, the above conditions must be met. You are also required to submit the following documentation in conjunction with the completed and notarized affidavit that is attached.

### Proof of Residency

#### Section A (One Document):

- Current deed or lease agreement
- Current mortgage statement
- Most recent wage tax statement

#### Section B (Two Documents):

- Current utility bill (gas, electric, television, water, sewage)
- Current automotive registration
- Current automobile insurance card/statement with address
- Current cell phone bill
- Current pay stub
- Public Assistance or Medical Assistance Card with Address

#### Continuous Proof of Residency (One Document):

- Copy of completed IRS form transferring tax exemption of child to resident
- Copy of federal or state tax form which lists the child as a dependent of the resident
- Copy of completed county form transferring child support payments to resident
- Copy of completed state form notifying the Department of Welfare of child's new residence
- Copy of lease/rental agreement identifying the child as a tenant

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As the resident non-parent caregiver, you must complete a 1302 Affidavit which must be renewed every school year. Failure to renew the affidavit will require the district to withhold all school mailings. This affidavit must be submitted with all of the supporting documentation listed above for approval by the School Board.

This information will be verified by our Northgate School District Personnel. Any false statement/documentation will result in immediate disenrollment of the student(s) and is punishable by law relating to unsworn falsification to authorities.

**The 1302 Affidavit is a legal document. You may want to consult with an attorney if you have questions or do not understand any portion of the attached affidavit prior to signing before a Notary Public.**

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**24 PS 13-1302 Affidavit By Resident Non-Parent Caregiver For School Enrollment**

**INSTRUCTIONS:** The information in this affidavit is to be completed by the resident non-parent caregiver only. Please complete the following statement. If the potential student is living or will be living in a household with more than one resident adult who will assume responsibility for the student, all such adult residents must complete and sign this statement. This affidavit will expire on the last day of the school year OR when the child's school district residence is interrupted. A new affidavit will be required for each time either takes place.

Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Name of last school attended \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The child began to reside in my home on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
and will reside in my home until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Are you currently a resident of either Avalon or Bellevue Borough? \_\_\_\_ Yes \_\_\_\_ No

**Landlord's Verification: Please fill in only if resident non-parent caregiver rents their residence.**

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

Lessee's Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you intend to keep and support the child continuously and not merely through the school term?  
\_\_\_\_ Yes \_\_\_\_ No

**With whom will the child reside during summer vacation?**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Are you supporting the child gratis (without personal compensation or gain)? \_\_\_\_ Yes \_\_\_\_ No

**Who will claim this child as a dependent for state/federal purposes?**

Name \_\_\_\_\_

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Name \_\_\_\_\_

Name \_\_\_\_\_

**All personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent/teacher conferences, attending meeting/hearings concerning discipline, and fulfilling any special education requirements and obligations for making all educational decisions will be the responsibility of?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Is there currently a support order for the child that has been entered by a court or other party?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, to whom are the payments made?**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**The following individual(s) currently contribute to the child's support.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Type of Support \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Type of Support \_\_\_\_\_

Through my notarized signature, I grant the Northgate School District permission to investigate the information that I/we have presented in this affidavit for confirmation and factual accuracy. I/we verify that all information presented and contained in this affidavit is true and correct to the best of my/our knowledge.

I/we also recognize that per 24 P.S. §13-1302, a person who knowingly provides false information in this affidavit for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction of such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides (Northgate School District) or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district (Northgate School District) for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment.

The Northgate School District continually investigates the truth of affidavits submitted under 1302 of the School Code. It is, therefore, requested that you not sign this affidavit unless you are certain that the facts set forth in this document are completely true and correct. Be aware that, if this affidavit is not true and correct, you could be subject to criminal penalty.

**Resident Non-parent Caregiver**

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Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Resident Non-parent Caregiver**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Legal Guardian**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Legal Guardian**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_