

MULTIPLE OCCUPANCY



*Expanding Horizons...
Individualizing Excellence*

Welcome to Lower Moreland! You are applying for admission of your child to attend school in the Lower Moreland School District. In order to establish and verify your residence within the Lower Moreland School District, a few documents need to be completed and approved. All procedures are in accordance with Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education. Sections 1301 and 1302 authorize Lower Moreland School District to request proof of residence or guardianship **prior** to admission to our school programs.

Students entering Lower Moreland School District under multiple occupant status must have the attached document completed and notarized at the time of registration (pursuant to School Policy 202).

- ❖ Both the homeowner/lessee and the multiple occupants must provide the following proofs of residency at the Lower Moreland School District address.
- **Photo ID of parent/guardian registering student(s) – (Current driver's license, government issued photo or Passport.)**
- **Property deed, most recent property tax bill, or notarized residential lease**

PLUS 2 additional items that can include:

▪ Internal Revenue Statement	▪ Voter Registration Card
▪ Insurance Statement	▪ Vehicle Registration
▪ Letter from Employer (if not self-employed)	▪ Welfare Card
▪ Bank Statement	▪ Utility Activation or Billing Statement
▪ Billing Statement	

LOWER MORELAND SCHOOL DISTRICT AFFIDAVITS OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, the Lower Moreland School District requires the filing of two affidavits of Multiple Occupancy when a school district resident provides for a child of school age who is not their own child. The purpose of the notarized statements is to document residency of the child. By filing the statements with the school district, the Lower Moreland residents are declaring that they are allowing the non-resident child and their parent(s) or guardian(s) to reside in their home on a full-time basis, and that the parent is **legally** living with their child at the address in question.

NOTICE TO INDIVIDUALS APPLYING FOR REGISTRATION OF A NON-RESIDENT STUDENT

While we want to consider each case on its own merits and assist students, we must be aware that some families may not be totally honest with us and may use our concern for students to merely enter Lower Moreland School District. In order to provide quality education and treat all Lower Moreland residents equitably and fairly, the following procedures are necessary.

Therefore, in requesting and agreeing to the terms of Multiple Occupancy Registration for a non-resident school-age child and their parents(s) or guardians(s), you are hereby notified that:

1. The parent(s) or guardian(s) are to complete the top portion of the attached form (Application for Multiple Occupancy Registration), declaring that the natural parent(s) or guardian(s) and their school-age child(ren) are living at the residence in question on a full-time basis.
2. The school district resident is to complete the bottom portion of the attached form (Certificate for Multiple Occupancy), declaring that the student and their parent(s) or guardian(s) are legally residing at the residence in question on a full-time basis.
3. The form must be notarized and presented to school at time of registration.
4. Periodic verification will be made to determine that the child is living in the resident's home on a full-time basis. The School District reserves the right to re-verify Multiple Occupancy status at the beginning of each school semester (90 school days) with the School District Administration Office. The accuracy of the information will be investigated and, if found incorrect, both the parent(s) and the School District resident filing the affidavit will be liable for tuition.
5. At the time of Multiple Occupancy Registration, both the homeowner/lessee and the multiple occupant must provide three proofs of residency at the Lower Moreland School District address.

