



***RESIDENCY AFFIDAVIT***

**DEFINITION OF USE**

A residency affidavit is used when a parent/legal guardian of a student cannot provide two (2) proofs of residency in his/her name at the time of registration because his/her primary residence is owned or leased by another party and he/she does not pay rent/own the property. Please review the list below of acceptable residency documents to determine if a residency affidavit is necessary.

**INSTRUCTIONS**

**SECTION 1 - RESIDENCY INFORMATION**

Please enter the name of the parent/guardian, the current address, zip code, and telephone number of the residence where the parent/guardian and the child(ren) are currently residing.

**SECTION 2 - CHILDREN'S INFORMATION**

Please enter the name, date of birth and current grade level of all school age students residing in the current residence.

**SECTION 3 - HOMEOWNER/TENNANT VERIFICATION**

This section is to be completed by the homeowner/tenant of the residence. Please enter the full name of the homeowner/tenant; the current address and zip code; the name of the parent/guardian.

**SECTION 4 - SIGNATURE AND NOTARY**

Please read the entire statement before signing. The homeowner/tenant **and** parent/guardian sign and date this section **in the presence of a notary**.

**RESIDENCY AFFIDAVIT PROCEDURE**

1. Take the completed and notarized form to the Central Registration Office. Form can be notarized at the Central Registration Office free of charge. The school district staff person will examine the affidavit and proofs of residency to determine their authenticity. It is preferable to have both the legal guardian and the homeowner/tenant present when the documents are submitted to the Pleasant Valley School District; however it is not required to have the homeowner/tenant present if it is already notarized.
2. For safety and accountability reasons, the following supporting documentation will be requested.
  - a. Parent/Legal Guardian Identification
  - b. Homeowner/Tenant Identification, acceptable documentation includes:
    - Current Driver's License/ Non-Driver's license.
    - Valid Federal, State or Municipal employment photo identification.
    - Passport
3. The homeowner/tenant **must** provide two (2) proofs of residency documents showing his/her name and address. Must have one from each column:

***Column One***

- Deed
- Mortgage settlement sheet
- Recent property tax bill
- Current original lease with name(s) of parents/legal guardians and signed by all parties.

***Column Two***

- Current utility bill (gas, electric, water, cable, telephone)
- Current PA Driver's License/Non-Driver's License your current address
- Current vehicle registration or car insurance policy

**Residency affidavit approvals expire on the last day of the school year.** The Pleasant Valley School District may require a student's parent/legal guardian to provide two (2) proofs of residency documents showing his/her name and address before the last day of school or before the first day of the following school year. If the residency affidavit is not renewed before the start of the following school year, the student may be withdrawn from the district.

*RESIDENCY AFFIDAVIT*

**SECTION 1 - RESIDENCY INFORMATION**

I/We \_\_\_\_\_ hereby attest that I/we currently reside at  
*Name of Parent(s)/Guardian(s)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Cell Phone*

\_\_\_\_\_  
*Email Address*

**SECTION 2 - CHILDREN'S INFORMATION**

I/We attest that the children listed below live at the address provided above.

Name(s) of School Aged Children	Relationship to Child	Date of Birth	Grade

**SECTION 3 - HOMEOWNER OR TENNANT VERIFICATION**

I, \_\_\_\_\_, hereby attest that I am the legal owner or lessee of the  
*Property Owner or Lessee (Renter) of the residence*

property located at \_\_\_\_\_  
*Current Address*

I further swear that \_\_\_\_\_ and the above mentioned children are living on a  
*Name of Parent (s)/Guardian(s)*

permanent bases at the above address.

Residency Documents Provided:      \_\_\_\_\_ Mortgage Statement/Tax Bill/Deed      \_\_\_\_\_ Lease  
   \_\_\_\_\_ Bill (credit card, electric, cable, etc)      \_\_\_\_\_ Vehicle Registration/Insurance Policy

**SECTION 4 - SIGNATURE IN THE PRESENCE OF THE NOTARY (Please read the entire statement before signing)**

I assume responsibility for notifying Pleasant Valley School District should the above-described circumstances change.  
I understand that the statements made herein are subject to the provisions of the Pennsylvania Criminal Code regarding perjury, unsworn falsifications to authorities, fraud, and any applicable offenses.  
I am aware that the facts as stated are subject to investigation, and should it be determined that the above statements are not true, either now or in the future, my child(ren) will be immediately withdrawn from Pleasant Valley School District and reported in a school where the child(ren) reside(s).  
I have read the above conditions of this affidavit, and I verify that the statements made herein are true and correct based upon my personal knowledge. I understand that if this affidavit is violated, the Pleasant Valley School District may pursue civil and/or criminal proceedings.

\_\_\_\_\_  
*Homeowner or Tennant's Signature*      \_\_\_\_\_ *Date*      \_\_\_\_\_ *Signature of Parent/Legal Guardian*      \_\_\_\_\_ *Date*

**FOR NOTARY USE ONLY**

<p>Sworn to and subscribed before me this _____ day of _____, 20____ <i>Notary Signature</i></p>	<p><b>NOTARY PUBLIC STAMP HERE</b></p>	<p>Sworn to and subscribed before me this _____ day of _____, 20____ <i>Notary Signature</i></p>	<p><b>NOTARY PUBLIC STAMP HERE</b></p>
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