



ADMINISTRATIVE OFFICES

8353 University Boulevard • Moon Township, PA 15108 • (412) 264-9440 • Fax (412) 264-3268 • www.moonarea.net

MOON AREA SCHOOL DISTRICT MULTIPLE OCCUPANCY FORMS

These forms and all necessary documents must be submitted and approved for your student(s) to attend the Moon Area School District for the current school year. Please understand that the district requires families to complete this process annually.

Please be advised that all parties in Multiple Occupancy situations must do the following:

1. Complete the information on the 2 accompanying forms
2. The homeowner/resident of records must supply the district with the following pieces of documentation:

ONE of the following documents must be provided:

- Original lease or deed signed by both parties (rental)
- Mortgage payment booklet or mortgage statement that includes current address and contact information of the financial institution.
- Agreement of Sale followed by original copy of settlement papers within 45 calendar days of settlement

Plus, ANY **TWO** of the following:

- Valid driver's license or change of address card with their current address
- Valid vehicle owner's card with their current address
- Utility bill or Utility Activation Statement within 30 days in their name with their current address (energy water, sewer, gas, oil, cable)
- Paycheck stub within 30 days with their current address
- Tax bill (most recent) with their current address
- Homeowners/renters insurance bill with their current address

3. The parent must show at least one document with name and that address for proof of residency.

In addition to the attached two pages, they must also provide the District with proof from the owner/lessor of record or his/her agent granting permission for the parties involved to reside at the residence, under what circumstances, and the expected duration. NOTE: ONLY THE OWNER OF RECORD OR HIS/HER AGENT CAN GRANT PERMISSION FOR THE PARTIES TO RESIDE IN A PROPERTY, A LESSEE CANNOT. Incomplete or improperly completed forms will not be accepted.

The burden of proof for establishing current legal residency is yours. Please come well prepared to do so. Please be advised that the submission of support documents and forms will be required every year that your family is residing in the resident's home.



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MOON AREA SCHOOL DISTRICT STATEMENT FOR MULTIPLE OCCUPANCY REGISTRATION

(TO BE COMPLETED BY PARENT) *EFFECTIVE FOR ONE YEAR ONLY*

Pennsylvania law states that a child shall be accorded free school privileges by the school district in which his/her parent(s) resides. Since you are applying for registration of your children within the Moon Area School District, you are requested to provide the names and birthdates of all individuals who will be moving into the district to verify that you are a legal resident of the school district:

Name(s)	DOB	Name(s)	DOB
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____

My children and I reside in the Moon Area School District at the following location:

This property is owned or leased by:

_____ I understand the owner/lessee of the above property is required to complete a Multiple Occupancy Certificate within five days to verify my residence and provide the appropriate proofs of residency. I further understand that if any information on this application proves to be false, the Moon Area School District has the right to reject this application or to remove the student(s) from the school district. I understand that I will be liable for payment of tuition for each child for that portion of time during which my child/children were illegally enrolled.

I assume responsibility for notifying Moon Area School District should any change in my residency status occur.

Parent Signature

Date



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MOON AREA SCHOOL DISTRICT
STATEMENT FOR MULTIPLE OCCUPANCY REGISTRATION
(TO BE COMPLETED BY THE OWNER/LESSEE) *EFFECTIVE FOR ONE YEAR ONLY*

I, _____, certify that I am the legal owner or lessee
of the property located at: _____ in the Moon Area
School District.

I further certify that the following persons are living on a permanent basis at the above address
with me (include your spouse and children too):

Table with 4 columns: Name, Relationship to You, Name, Relationship to You. Multiple rows of blank lines for entry.

_____ I assume responsibility for notifying the Moon Area School District should
the above information change.

I am aware that the facts as stated above are subject to investigation and, should it be
determined that the above is not a true statement of fact either now or in the future, I am
committing a summary offense and shall upon conviction for such violation be sentenced to pay
a fine of no more than \$300.00 for the benefit of the school district or to perform up to 240
hours of community service, or both. In addition, I would then be liable to pay all court cost and
shall reimburse the Moon Area School District for tuition per month for each child for that
portion of time during which there was illegal attendance.

Signature of owner/lessee

Date

Telephone Number