# **Northwestern Lehigh School District**

6493 Route 309 New Tripoli, PA 18066

www.nwlehighsd.org | 610.298.8661 | @nwlehighsd | #TigerPride

## **Multiple Household Occupancy Enrollment**

Thank you for your interest in enrolling at the Northwestern Lehigh School District. The enrollment process outlined below is for students residing in a household where there is more than one family living together.

In order to establish and verify your residence within the Northwestern Lehigh School District, a few documents need to be completed and submitted for review. 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 Northwestern Lehigh School District to request proof of residence or guardianship prior to admission to our school programs.

Parents/Guardians of students enrolling at Northwestern Lehigh School District under **multiple occupant** status must provide the following documentation at the time of enrollment:

- A completed and notarized Certificate of Multiple Occupancy Form (see page 2).
- Two current proofs of residency showing the address of the homeowner/lessee within Northwestern Lehigh School District.
- Two current proofs of residency showing the address of the multiple occupant (you) within Northwestern Lehigh School District.

Examples of these proofs are:

Homeowner/Lessee	Multiple Occupant
<ul> <li>Property Deed/Agreement of Sale OR Lease Agreement</li> <li>AND one of the following:         <ul> <li>Current Utility Bill</li> <li>Tax Bill/Receipt</li> <li>Current Bank Statement</li> <li>Vehicle Registration Card</li> <li>Valid Pennsylvania Driver's License</li> </ul> </li> </ul>	<ul> <li>Valid Pennsylvania Driver's License or ID</li> <li>Current Billing Statements</li> <li>Current Bank Statement</li> <li>Pennsylvania Vehicle Registration Card</li> <li>Federal, State or Local Income Tax Forms</li> </ul>

Note: Copies of all proofs must accompany the notarized form prior to enrollment at Northwestern Lehigh.



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### **Certificate of Multiple Occupancy Form**

#### This form is to be filled out by the Northwestern Lehigh Property Homeowner/Lessee

I certify that I am the legal owner or lessee of the property listed below, which is located in the Northwestern Lehigh School District. With this certificate, I am providing two current proofs of residence showing my Northwestern Lehigh School District address. I further swear that the parent(s)/ guardian and child(ren) listed below are living on a permanent full-time basis at that address. I assume responsibility for notifying Northwestern Lehigh School District should the described circumstances change. I am submitting this certificate and making the factual representations contained herein, for the purpose of enrolling the child into the Northwestern Lehigh School District. I understand that the School District is relying upon the facts stated in this certificate and the information I provide in support of this certificate. I understand that the facts as stated are subject to investigation at any time. Should it be determined that any statement made in this certificate is not true, either now or in the future, Northwestern Lehigh School District has the right to remove the student(s) from the Northwestern Lehigh Schools. Furthermore, I am aware that I shall then be liable to reimburse the School District at the tuition rate for the time the child(ren) were enrolled.

Name of Child(ren)				
Full Name of Property Homeowner/Lessee (Print)		e (Print)	Signature of the Property Homeowner/Lessee	
Full Name of Parent(s)/Guardian(s) (Print)		)	Signature of the Parent(s)/Guardian(s)	
Street Address of Northwestern Lehigh Property			Relationship of Property Owner to Resident	
City	State	Zip	Telephone Number	
		high School District re	his certificate showing the Northwestern Lehigh School District eserves the right to re-verify Multiple Occupancy and requires otarized form <b>annually</b> for review.	
Notary Public	Signature Signature	Date	NOTARY SEAL	