



Steelton- Highspire School District

Dr. Mick Iskric, Jr., Superintendent

Willie Slade, Jr., Assistant Superintendent

Mark Carnes II, Business Manager/Board Secretary

Department of Student Services: 1302 Guardianship Affidavit

Dear Resident of Steelton-Highspire School District:

Under PDE regulations, in very limited situations, non-resident students outside of the Steelton-Highspire School District may attend our school district if they reside with a parent or guardian other than their natural parent and meet the following requirements:

- Child must reside year-round with guardian 12 months a year.
- Guardian must take on full legal responsibility for the child.
- Child is living with the guardian un-supported.

When a child is living with a district resident who is not the child's parent or legal guardian, the child may attend the public schools of that resident's school district, provided that the resident makes application and supplies the required enrollment information consistent with 24 P.S. § 13-1302. In addition, Pursuant to Act 35 of 2001 (24 P.S. § 13-1302(a)(2)), before accepting the child as a student, the district shall require the resident to complete a questionnaire or sworn statement to assist the district in substantiating the assertions made by the resident that this child is eligible for enrollment.

Every new school year, a new 1302 affidavit must be completed and notarized for the child(ren) to remain in the Steelton-Highspire School District School District. After the first year, documentation must be provided demonstrating that the child(ren) are living with the guardian(s) un-supported. Failure to provide documentation will result in the child(ren) being removed from the district. Examples of documentation include:

- Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child as a dependent of guardian
- Copy of completed county form transferring child(ren) support payments to resident
- Copy of completed State form notifying Department of Welfare of child(ren's) new residence
- Copy of insurance card/policy/statement listing child(ren) as eligible for services
- Copy of lease/rental agreement identifying child(ren) as a tenant

The 1302 Affidavit must be notarized by a public notary before being submitted. Please complete the attached questionnaire and sworn statement. Any information left incomplete could delay the process. We appreciate your patience and understanding in helping us meet the requirements of 24 P.S. § 13-1302. Someone from the Department of Student Services will contact you within five business days of your application.

**By completing and having the affidavit notarized, you are indicating that you are taking on the financial and educational responsibility for the child/children full-time, year-round. As part of this affidavit, documentation is required demonstrating you are legally taking on responsibility for the child/children. If residency should change for any reason, it is the responsibility of the resident to notify the school district and amend the residency affidavit. Any false statements can and will be punishable by law. Further understand and agree that you WILL BE RESPONSIBLE FOR THE ENTIRE COST OF TUITION in accordance with district policy and the Public School Code of 1949 should it be determined that the child/children are improperly or illegally attending the Steelton-Highspire School District School District. Understand that any false statements herein are made subject to the penalties 18 Pa. C.S §4904, relating to unsworn falsification for authorities.*

Thank you for your cooperation.

Dr. Samantha Neidlinger
Director of Student Services
sneidlinger@shsd.k12.pa.us
717-704-3807

NONPARENT QUESTIONNAIRE/SWORN STATEMENT
TO BE COMPLETED BY STEELTON-HIGHSPIRE SCHOOL DISTRICT RESIDENT ONLY

INSTRUCTIONS: Please answer all questions fully.

Today's Date: _____

1. Non-Parent/District Resident Name: _____

Address: _____

School of Residence: _____

Place of Employment: _____

Telephone #- Home: _____ Work: _____

Cell: _____

How long have you lived in Steelton-Highspire School District? _____

2. If the district resident's spouse is also living at this address, the following information must be included:

Spouse's Name: _____

Place of Employment: _____

Telephone #- Home: _____ Work: _____

Cell: _____

Length of time spouse has lived in Steelton-Highspire School District? _____

STUDENT INFORMATION

3. Student Name: _____

Date of Birth: _____ Date student moved into your home: _____

4. Your relationship to the student: _____

5. What was the student's address immediately prior to moving into your home?

6. With whom did the student live immediately prior to moving into your home?

7. Was this person related to the student? _____:Yes _____: No

If yes, state the relationship: _____

8. Why is the student not living with:

Mother: _____

Father: _____

9. Why is the student living in your home: _____

10. Is the student currently living in the Steelton-Highspire School District because you believe that the student can get a better education in the Steelton-Highspire School District schools than in the school district where the parent/guardian lives?

_____ :Yes _____ : No

Former School District of Student: _____

School Name: _____

School Address: _____

School Telephone #: _____

11. Complete the following information concerning the student's natural mother:

Full Name: _____

Address: _____

Place of Employment: _____

Telephone #- Home: _____ Work: _____

Cell: _____

12. Complete the following information concerning the student's natural father:

Full Name: _____

Address: _____

Place of Employment: _____

Telephone #- Home: _____ Work: _____

Cell: _____

13. Will the student's parent(s) contribute to the student's support? _____: Yes _____: No

14. Is there presently in existence any support order entered by a court or any signed written agreement by either parent concerning the support of this student? _____: Yes _____: No

15. Who will claim this student as a dependent for federal income tax purposes for the current year?

16. Who will assume all personal obligations for the student relative to school requirements? i.e. health insurance, truancy, discipline, clothing, etc.?

17. How long will you keep and support the student? _____

18. Will the student spend evenings or weekends with one or both of his/her parents?

_____: Yes _____: No

19. Will the student spend summers with one or both of his/her parents?

_____: Yes _____: No

THE UNDERSIGNED HEREBY SWEAR OR AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

I understand that false statements herein made subject to the penalties of the crimes code, Chapter 49, Subchapter 1, Sections 4901 to 4904, relating to perjury and falsification in official matters.

Signature of Non-Parent/District Resident

Date Before me, the undersigned officer, personally appeared the above-named
resident of the
Steelton-Highspire School District, who being duly sworn according to law, depose and
says that the statement set forth in the foregoing document are true and
correct.

Sworn to and subscribed before me

Commonwealth of Pennsylvania

this day of _____, 20 _____

Dauphin County

Signature and Seal of Executing Officer

