



## MILLCREEK TOWNSHIP SCHOOL DISTRICT

Dear Parents and Guardians,

We are writing to share important information about residency requirements for students enrolled in a Pennsylvania cyber charter school, as updated by Act 47 of 2025. These changes are part of updates to the Pennsylvania Public School Code and affect how families verify where their students live for the purpose of school enrollment and tuition payments.

### **What Does “Residency” Mean?**

Residency means the place where your child lives — specifically, the school district in Pennsylvania where you (the parent or guardian) and your child physically reside. This is important because that district is responsible for paying your child’s cyber charter tuition.

### **What Are the New Residency Requirements?**

Under Act 47, all parents or guardians of students enrolled in a cyber charter school must verify their child’s residency twice a year, by November 1<sup>st</sup> and March 1<sup>st</sup> annually. This verification is done using a Charter School Enrollment Form (enclosed) that includes proof that your child lives in Millcreek Township School District. You must verify and send all proofs of residency directly to your child’s cyber charter school AND Millcreek Township School District ([cybercharterres@mtsd.org](mailto:cybercharterres@mtsd.org)).

### **What Proof of Residency Can I Use?**

You must provide one of the following:

- An active residential lease agreement or a mortgage agreement no more than three months old
- A bank statement no more than three months old
- A tax bill no more than three months old
- An insurance document no more than three months old
- A valid vehicle registration
- A valid driver’s license or Penn DoT identification card
- A piece of mail sent by the federal or state government such as benefits information, or tax documents

### **Why Is This Required?**

This requirement ensures that the correct school district pays your child’s tuition. If you do not submit proof of residency by the deadline, your child’s district and the cyber charter school may start the dispute process. This may lead to your child’s tuition payments being withheld and could affect your child’s enrollment.

If you have questions about how to complete the residency verification form or what documents to provide, please contact April Merchant at [cybercharterres@mtsd.org](mailto:cybercharterres@mtsd.org) or at 814-835-5334. We appreciate your cooperation in fulfilling these requirements so that your child’s education continues smoothly.

Sincerely,

Dr. Mary Triana

Director of Student Services