



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 (within 3 months) proofs of residency showing the address **of the homeowner/lessee** within Northwestern Lehigh School District.
- **Two** current (within 3 months) 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
• Property Deed/Agreement of Sale OR Lease Agreement OR Mortgage Statement OR Real Estate Tax Bill • AND one of the following: ○ Utility Bill ○ Tax Bill/Receipt ○ Bank Statement ○ Insurance Document ○ Mail sent by the federal or state government	• Billing Statement • Bank Statement • Pennsylvania Vehicle Registration Card • Federal, State or Local Income Tax Forms • Utility Bill • Credit Card Bill • Insurance Document

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



Northwestern Lehigh School District

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New Tripoli, PA 18066

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

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)

Two proofs of residency must be provided with this certificate showing the Northwestern Lehigh School District address. Northwestern Lehigh School District reserves the right to re-verify Multiple Occupancy and may require submission of this notarized form annually for review.

If the child(ren)'s parent has continuously resided at this address with their parent(s), please initial here _____.

Full Name of Property Homeowner/Lessee (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

Notary Seal:

Notary Public Signature

Date