Pennsylvania
Department of Education

Cyber Charter School Enrollment Form and Residency Verification Form

For School Year: _____

A student enrolled in a charter school cannot be enrolled in another public school, a nonpublic school, or a private school at the same time.

Verification Type

◯ Initial Enrollment ◯ November ◯ March

Student Information

Students identified as experiencing homelessness do not need to include information related to an address or provide proof of residency.

Last Name: _____ First Name: _____ MI: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: _____

Mailing Street Address (if different from home address): _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ School District of Residence: _____

Parent or Guardian Information

The student lives with:

◯ Both Parents or Guardians ◯ Both Parents or Guardians Alternately

◯ Parent or Guardian #1 Only (Primary Parent or Guardian) ◯ Foster Parent

◯ Other Adult ◯ Unaccompanied Youth

Complete Parent or Guardian Name and Address Information as Applicable:

Parent or Guardian #1 (Primary Residence)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Parent or Guardian #2, if applicable

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

If the student is not living with parents or guardians, please complete this section:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Charter School Information

Name of Charter School: _____

Address of Charter School: _____

Charter School Contact Person: _____

Contact's Telephone: _____ Contact's Email: _____

Former School Information

Former School Information is only required for **initial enrollment** and is not required for residency verification.

Former School Information (Other than Pre-School):

☐ School District ☐ Cyber Charter School ☐ Brick-and-Mortar Charter School

☐ Home School ☐ Nonpublic School ☐ Private School

Reason Student Was Not Enrolled Before Charter School Enrollment:

◯ Entering Kindergarten ◯ Re-Enrolling Dropout ◯ Other: _____

Name of Former School: _____

Address of Former School: _____

Grade level at time of enrollment: _____ Withdraw Date from Former School: _____

Was the student receiving Special Education services or Gifted Education? ◯ Yes ◯ No

If yes, please check all services that are applicable. ☐ IEP ☐ GIEP ☐ 504

If yes, do you have the student's Special Education records? ◯ Yes ◯ No

Has the student had six or more unexcused absences during this school year at their former school?

◯ Yes ◯ No ◯ Unknown

My signature on this form indicates my decision to have my child attend the charter school named on this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. **My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school, or a private school at the same time of enrollment in this charter school and that all information is accurate and true.**

Signature of Parent or Guardian **Date**

Residency Verification Requirements

The parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's residency to a cyber charter school upon initial enrollment. Additionally, the parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's residency to a cyber charter school and school district of residence by November 1 and March 1 of each school year. Completing this form for a newly enrolled student satisfies the first November 1 or March 1 notification deadline, whichever is sooner. This requirement does not apply to students experiencing homelessness. Students experiencing homelessness must be enrolled immediately, even if required documentation is unavailable at the time of enrollment. If eligibility is pending determination, students are to remain enrolled until the dispute is resolved.

To be completed by the school in which the form is being submitted

Verification Date: _____

Verification By (name of charter school employee): _____

Verification of Date of Birth: ◯ Birth Certificate ◯ Other: _____

What Proof of Residency was Provided?

- ☐ A current deed;
- ☐ A mortgage statement no more than three months old;
- ☐ An active residential lease agreement;
- ☐ A utility bill no more than three months old;
- ☐ An internet bill no more than three months old;
- ☐ A credit card bill 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; or
- ☐ A piece of mail sent in the past three months by the federal or state government such as benefits information, voter registration, or tax documents.

Official Enrollment Date: _____ Anticipated Date of Attendance: _____

Grade Student is Entering: _____

Cyber Charter Schools only (initial enrollment only): Has the student had six or more unexcused absences during this school year at their former school? ◯ Yes ◯ No

Signature of School Representative **Date**