

POCONO MOUNTAIN SCHOOL DISTRICT REQUIRED DOCUMENTS

REQUIRED DOCUMENTS FOR ALL CHILDREN

All applications for registration of students must contain the following:

1. **Proof of Age** [24 P.S. §13-1304]
 - Original or certified official birth certificate or original or certified baptismal certificate
2. **Immunization Records** [24 P.S. §13-1303a]
 - Certificate of immunization issued in accordance with the rules and regulations of the Pennsylvania Secretary of Health and the Advisory Health Board
 - Students who are not immunized as required by the Pennsylvania Department of Health, or who are not medically or religiously exempt may not be admitted to school.
3. **Proof of Residence** [24 P.S. §13-1302 and Pocono Mountain School District Policy 200]
 - Application for registration must be accompanied by **one** proof of residency from the list below:
 1. A recorded deed indicating address of residence, and name(s) of property owner(s) for an improved property within the district
 2. A mortgage settlement document(s) indicating address of residence and name(s) of property owner(s)
 3. Payment, or proof of liability for payment, of municipal and/or school district taxes for an improved property within the district for the current or immediately preceding tax year
 4. A signed lease agreement providing for occupancy of a residence or residential unit within the district
 5. A signed agreement of sale for the purchase of a residence or residential unit within the district
 6. A signed contract for the construction of a residence within the district, together with a copy of the building permit and/or other applicable permits
 7. Utility or insurance bills indicating payment of utilities due to occupancy of a residence within the district no more than three months old
 8. Signed income tax return filed for the current or immediately preceding tax year indicating an address within the district
 9. Current public assistance, social security or other source of income indicating an address within the district no more than three months old
 10. Occupancy permit issued by the local municipality for the residence in question
 11. A credit card bill indicating an address within the district no more than three months old
 12. A bank statement indicating an address within the district no more than three months old
4. **Parent Registration Statement** [24 P.S. §13-1304a]
 - Parent Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence. This form is available for download.
5. **Home Language Survey**
 - This is a requirement of the U.S. Department of Education's Office for Civil Rights. The form is available for download.

ADDITIONAL REQUIRED DOCUMENTS FOR CHILDREN, NOT ONE'S OWN

Applications for registration of students not residing with their parent or guardian must contain the following in addition to all other required documents:

1. **Foster Children** [24 P.S. §13-1305]
 - Original letter from the court, association, agency or institution indicating compensated placement with the resident, and the resident school district of the natural parent(s) and;
 - Signed form from the foster parent indicating that the child has been placed by a bona fide agency in the home of the resident with compensation
2. **Other Children, Not One's Own** [24 P.S. §13-1302]
 - Appropriate legal documentation to show dependency/guardianship
 - Signed sworn statement that the child is being supported gratis and the resident will continuously assume all personal obligations for the child relative to school

A child shall be considered a resident of the school district in which his parents or the guardian of his person resides, and will be enrolled in the school building he/she would normally attend in accordance with established school district attendance areas.