



N O R T H A L L E G H E N Y S C H O O L D I S T R I C T

Third-Party Resident Owner/Leaseholder

Updated 09/2026

PREFACE

THIRD PARTY- RESIDENT OWNER/LEASEHOLDER

Before moving forward with an affidavit it is important that all affected parties know what they are signing. We kindly ask that the following be read in detail.

An affidavit is a legal and binding document. Please make sure that all parties involved are in agreement prior to notarization.

- By signing this affidavit, you are acknowledging that:
- The affiant is a resident of the District
- The student is being maintained and supported in the resident's home full-time including sleeping at the location on a fixed routine
- Should the residency arrangement change, the parent(s)/guardian(s) will notify the District within 10 days of the permanent change
- The document can be filled out (NOT SIGNED) and brought to a notary service after Central Registration Office has reviewed and approved the required documents. All parties are required to be in attendance



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CONFIRMATION OF RESIDENCY : APPLICANT AND RESIDENT VERIFICATION

Before proceeding to the final notarization section, the Parent/Guardian and the Resident must together review all required documents listed below. Please confirm that each item is present and valid by placing your initials in the respective columns for every applicable requirement. All lines must be verified and initialed before the Notary Public to confirm that required documents are present during the notary appointment.

Requirement	Parent / Guardian Initials	Resident Initials
Parent/guardian's Valid Photo ID		
Resident's Valid Photo ID		
Resident Proof of Residency 1		
Resident Proof of Residency 2		
Proof of Financial Responsibility		
Guardianship Paperwork (if applicable)		
Affidavit package for notary includes all above items		

ACCEPTABLE PROOFS OF RESIDENCY

- Deed
- **Current** Mortgage Statement
- Full Lease Agreement (signed by resident and landlord and valid on date of enrollment)
- **Current** Utility Bill- Full Statement (Water, Electric, Gas, Waste Disposal, Cable/Internet)
- **Current** Rent Receipt
- Property Tax Bill
- Paid Wage Tax Receipt
- Full Closing Disclosure (signed by all parties)
- Valid Driver's License or DOT Identification (for ONE parent/guardian ONLY)
- Signed Vehicle Registration (ONLY select this option if NOT ALREADY using Valid Driver's License or DOT Identification as first proof)



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CONFIRMATION OF RESIDENCY
THIRD PARTY- RESIDENT OWNER/LEASEHOLDER

The North Allegheny School District operates its schools for the benefit of students residing in the North Allegheny School District who are eligible for attendance. Refer to Board Policy #202.

The following represents a sworn statement of residency and responsibility completed in order to enroll the following pupil(s) in the North Allegheny School District.

SECTION I – Completed by Parent(s)/Guardian(s)

Statement of Residency and Responsibility for Parent(s)/Guardian(s)

1. I (we) _____, (hereinafter referred to as Parent(s)/Guardian(s) have personally appeared before the undersigned authority, a Notary Public in and for said County and Commonwealth, being duly sworn according to the law, deposes and states that Parent(s)/Guardian(s) and child are a resident of the North Allegheny School District residing at the following address:

2. The above address is the location where my child resides with me or another Parent(s)/Guardian(s) full-time, including sleeping at the location on a fixed routine and regular basis while registered at this address.

Yes _____ (initials)

No _____ (initials)

3. Should my residency change, I will notify the District within 10 days of the permanent change of residency to either complete a *Change in Demographic* form for an address within the North Allegheny School District, or a *Withdrawal* form for an address outside of the North Allegheny School District.

Yes _____ (initials)

No _____ (initials)



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4. I understand that the Board of School Directors reserves the right to remove from school attendance any nonresident student whose claim is invalid or based on false information. I further understand that nonresident tuition will be charged for the time period determined that my children were enrolled as nonresidents. Refer to Board Policy #202.

Yes _____ (initials)

No _____ (initials)

5. Effective date of residency begins (start date) _____ through (end date) _____ (not to succeed on the last day of the current school year).

SECTION II – Completed by Property Owner/Lease Holder

Statement of Residency and Responsibility for Property Owner/Lease Holder

1. I (we) _____, (hereinafter referred to as Property Owner) have personally appeared before the undersigned authority, a Notary Public in and for said County and Commonwealth, being duly sworn according to the law, deposes and state that above signed Parent(s)/Guardian(s) and child are residing with me at the following address.

Attach copies of two proofs of residency to this form

2. The above address is the location where the above listed child lives on a full-time basis including sleeping at the location on a fixed, routine and regular basis while registered at this Address.

Yes _____ (initials)

No _____ (initials)

3. Effective date of residency begins (start date) _____ through (end date) _____ (not to succeed last day of current school year).



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NOTARIZATION PAGE

"I fully understand that any false statement herein would be in violation of the Pennsylvania Criminal Code, Title 18, Consolidated Pennsylvania Statutes, 18 Pa. C.S.A. §§4903 and 4904, as amended, and could subject me to a fine of up to \$5,000.00 or imprisonment for up to two (s) years (2) years or both."

Parent(s)/Guardian(s)

Date

Parent(s)/Guardian(s)

Date

"I fully understand that any false statement herein would be in violation of the Pennsylvania Criminal Code, Title 18, Consolidated Pennsylvania Statutes, 18 Pa. C.S.A. §§4903 and 4904, as amended, and could subject me to a fine of up to \$5,000.00 or imprisonment for up to two (2) years (2) years or both."

Owner/Lease Holder Signature

Date

Sworn to and subscribed
before me, a Notary Public, this

_____ day of _____, 20__

Notary Public



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Attachment A
Affidavit of Residency Statement

Today's Date: _____ School: _____ Grade: _____

Student Name: _____ DOB: _____

Parent Name: _____ Phone Number: _____

Parent Address: _____
Address City State Zip

Resident Name: _____ Phone Number: _____

Resident Address: _____
Address City State Zip

Reason Family/Student will be living with Resident:

Effective Date: _____ End Date: _____