

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT AFFIDAVIT OF MULTIPLE OCCUPANCY RESIDENCE PROCEDURE

South Williamsport Area School District requires evidence that a student resides in the district before the student can be enrolled. Acceptable documents for verifying residency include a photo license with current address and a sales, lease, or rental contract.

There are, however, occasions where a family is living with another family or for some other reason cannot meet district requirements for proof of residency and would then complete an Affidavit of Multiple Occupancy. In situations where families cannot show proof of residency, the family may enroll the child by completing a notarized Affidavit of Multiple Occupancy. This affidavit is used when the parent(s) and child(ren) to be enrolled are residing with a person who owns or rents a property in the South Williamsport Area School District borders.

WHAT TO DO:

When wishing to enroll a child, the parent/guardian and the legal owner shall meet with and submit to the registrar a notarized Affidavit of Multiple Occupancy Residency Registration Form that has been completed by both parties and notarized. The document can be notarized at any number of commercial locations, such as AAA, banks or stores.

The following should be provided:

1. Completed "Affidavit of Multiple Occupancy Registration" Form
2. This Form must be notarized.
3. Return all completed, notarized forms to the registrar along with proof of identification and residency.
4. **Lessee** will be asked to supply the following to show change of address:
 - a. Photo Driver's License or PA photo identification with current address (change of address card)
5. **Property Owner** will be asked to supply proof of ownership or rental agreement of property, for example:
 - a. HUD Settlement Sheet/Closing Disclosure
 - b. Deed
 - c. Rental Agreement
 - d. Real Estate Tax Bill –for residents who own a home in the district
 - e. Notarized statement from current landlord

Also:

- f. Photo Driver's License or PA photo identification

The parent/guardian and resident of the provisions applicable to admissions as outlined in the AFFIDAVIT OF RESIDENCE, specifically that the persons subject themselves to prosecution if the information is falsified. The principal shall inform the persons that, at some point, a Truancy Officer may conduct a residency investigation to verify the accuracy of the information contained in the Affidavit.

6. The registrar shall make a copy of the picture ID's, proof of residence document of the resident, and the AFFIDAVIT. The original AFFIDAVIT shall be placed in the student's records.
7. **The AFFADAVIT OF RESIDENCE is valid for the current school year only.**