

## **AFFIDAVITS OF MULTIPLE OCCUPANCY**

Under the authority of Section 1302 of the Pennsylvania School Code, the Hatboro-Horsham School District requires the filing of two affidavits of **Multiple Occupancy** when a school district resident provides for a child of school age who is not their own child. The purpose of the notarized statements is to document residency of the child in question. By filing the statements with the school district, the Hatboro-Horsham residents are declaring that they are allowing the non-resident child and their parent(s) or guardian(s) to reside in their home on a full-time basis, and that the parent is legally living with their child at the address in question.

### **NOTICE TO INDIVIDUALS APPLYING FOR REGISTRATION OF A NON-RESIDENT STUDENT**

While we want to consider each case on its own merits and assist students, we must be aware that some families may not be totally honest with us and may use our concern for students to merely enter Hatboro-Horsham School District. In order to provide quality education and treat all Hatboro-Horsham residents equitably and fair, the following procedures are necessary.

Therefore, in requesting and agreeing to the terms of **Multiple Occupancy Registration** for a non-resident school age child and their parent(s) or guardian(s), you are hereby notified that:

1. A notarized **Certificate of Multiple Occupancy** declaring that the student and their parent(s) or guardian(s) are legally residing at the residence in question on a full-time basis is to be complete by the school district resident.
2. A notarized **Application for Multiple Occupancy Registration** declaring that the natural parent(s) or guardian(s) and their school age child are living at the residence in question on a full-time basis is to be completed by the parent(s) or guardian(s).
3. The parent or guardian must complete an **Earned Income Tax Form**, which will be forwarded to the local taxing authority.
4. Periodic verification will be made by the School District to determine that the child is living in the resident's home on full-time basis.
5. The resident and natural parent(s) **must renew** the **Multiple Occupancy** status during the school year.

**SCHOOL DISTRICT OF HATBORO-HORSHAM**

**RESIDENCY CHECKLIST**

Under the authority of Sections 1301 and 1302 of the Pennsylvania School Code, you are requested to submit the following **before** the enrollment of a student can occur:

\* In order to verify residency for a **Resident, Multiple Occupancy or Custodial Residence** Registration, please provide Hatboro-Horsham School District with **four (4) or more** of the following, if available:

- Internal Revenue Statement
- Agreement of Sale / Lease
- Property Deed
- Statement of HomeOwner's Insurance
- Letter from Employer (if not self-employed)
- Bank Statement
- Welfare Card
- Health Insurance Card
- Driver's License
- Vehicle Registration Card
- Voter Registration Card
- Bill receipts showing New Address
- Current Electric and Phone Bill bearing New Address
- Utility "turn-on" service statement
- TV Cable / Satellite Activation / Billing Statement

If eligibility for attendance is based on **Custodial Residency**, in order to help the School District determine valid custodial residency, provide all of the following, if available:

- Voter Registration Card of Child (if child is of voting age)
- Drivers License or Permit and Vehicle Registration Card (if any) or Motor Vehicle Insurance Policy (if child is 16 years of age or older)
- Health Insurance Policy showing persons covered
- Bank Statements in Child's Name
- Telephone Bills in Child's Name
- Bills or Receipts for Child's Purchases
- Verification of Address for Summer Employment of Child (IRS, W-4, etc.)
- Copies of Non-Personal or Confidential U.S. Mail Items Addressed to Child (optional, not required)
- Organization Membership Cards (YMCA, sports clubs, etc.)
- Any other documentation evidencing address of child
- Verification of Natural Parents Address and Income



**APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION**

I am the parent of legal guardian of the child(ren) listed below and we reside in the Hatboro-Horsham School District in a home/apartment that is owned or leased by a Hatboro-Horsham School District resident. An affidavit of the owner or lessee will be forwarded to the school district within 5 days attesting to our residence in the below describe home/apartment. I assume responsibility for notifying the school district should the above described circumstances change.

I understand that if any information proves to be incorrect, the Hatboro-Horsham School District has the right to reject the application and remove the student from Hatboro-Horsham schools, in addition to collecting tuition charges for the time the child was enrolled.

Name(s) of Child(ren) and Grade

---

---

---

Signature of Parent / Guardian

Name of Property Owner / Lessee

Address of School District Property

Notary Public Seal and Stamp

**Note: Estimated Tuition Rates for the 2019-20 academic year are:**

**Elementary (Gr K-6) \$76.90**

**Secondary (Gr 7-12) \$82.62**