

# LAKELAND SCHOOL DISTRICT

## MULTIPLE OCCUPANCY RESIDENCY AFFIDAVIT

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**SECTION 1- RESIDENCY INFORMATION**

I/We \_\_\_\_\_ hereby attest that I/we currently reside at \_\_\_\_\_  
Name of Parent (s)/Guardian(s) Address  
 \_\_\_\_\_  
Zip Telephone Number

**SECTION 2- CHILDREN'S INFORMATION**

I/We attest that the children listed below live at the address provided above.

NAME (S) OF SCHOOL AGED CHILDREN	RELATIONSHIP TO CHILD	DATE OF BIRTH (mm/dd/yy)	CURRENT GRADE LEVEL	STUDENT ID NUMBER

**SECTION 3- HOMEOWNER OR TENNANT VERIFICATION**

I, \_\_\_\_\_, hereby attest that I am the legal owner or lessee of the property  
Property Owner or Lessee (Renter) of the residence

located at \_\_\_\_\_ I further swear that \_\_\_\_\_  
Current Address, Zip Name of Parent (s)/Guardian(s)

and the above mentioned child(ren) is/are living on a permanent bases at the above address.

\_\_\_\_\_  
Homeowner or Tennant's Signature Date

**SECTION 4- SIGNATURE AND NOTARY- (Please read the entire statement before signing.)**

I assume responsibility for notifying the Lakeland School District (District) should the above-described circumstances change.

I understand that the statements made herein are subject to the provisions of the Pennsylvania Criminal Code regarding perjury, unsworn falsifications to authorities, fraud, and any applicable offenses.

I am aware that the facts as stated are subject to investigation, and should it be determined that the above statements are not true, either now or in the future, my child(ren) will be immediately reassigned to a neighborhood school based on their verified home address. In addition, the School District of Philadelphia may formally submit my name to the Philadelphia District Attorney's Office for investigation for applicable offenses.

I have read the above conditions of this affidavit, and I verify that the statements made herein are true and correct based upon my personal knowledge. I understand that if this affidavit is violated, the District may pursue civil and/or criminal proceedings.

\_\_\_\_\_  
 Signature Parent/Legal Guardian      Date      Signature Parent/Legal Guardian      Date

<b>NOTARY ONLY</b>	<b>NOTARY PUBLIC STAMP HERE</b>
Subscribed and sworn to before me on this _____ day of _____, 20____	

OFFICIAL USE ONLY		
REVIEWED BY (NAME)	OFFICE/LEARNING NETWORK/SCHOOL	DATE
		<b>DATE STAMP</b>

# LAKELAND SCHOOL DISTRICT

## MULTIPLE OCCUPANCY RESIDENCY AFFIDAVIT

### DEFINITION OF USE

A residency affidavit is used when a parent/legal guardian of a student cannot provide two (2) proofs of residency in his/her name at the time of registration because his/her primary residence is owned or leased by another party and he/she is not receiving any acceptable proofs of residency (listed below). Please review the list below of acceptable residency documents to determine if a residency affidavit is necessary.

### INSTRUCTIONS

#### **SECTION 1- RESIDENCY INFORMATION**

Please enter the name of the parent(s)/guardian(s), the current address, zip code, and telephone number of the residence where the parent(s)/guardian(s) and the child(ren) are currently residing.

#### **SECTION 2- CHILDREN'S INFORMATION**

Please enter the name, date of birth, current grade level, and student identification number of all school age students residing in the current residence.

#### **SECTION 3- HOMEOWNER OR TENANT VERIFICATION**

This section is to be completed by the homeowner or tenant of the residence. Please enter the full name of the homeowner or tenant; the current address and zip code; the name of the parent(s)/guardian(s). The homeowner or tenant signs and dates this section.

#### **SECTION 4- SIGNATURE AND NOTARY**

Please read the entire statement before signing. The parent(s)/guardian(s) sign and date this section.

### RESIDENCY AFFIDAVIT PROCEDURE

1. Take the completed and notarized form to the school district. The school district staff person will examine the affidavit and proofs of residency to determine their authenticity. It is preferable to have both the legal guardian and the homeowner/tenant present when the documents are submitted to the School District; however it is not required to have the homeowner/tenant present.
2. For safety and accountability reasons, the following supporting documentation will be requested.
  - a. Parent/Legal Guardian Identification
  - b. Owner/Tenant Proof of Identification, acceptable documentation includes:
    - Current Driver's License/ Non-Driver's license.
    - Valid Federal, State or Municipal employment photo identification.
    - Passport
3. The Owner/Tenant **must** provide two (2) proofs of residency documents showing his/her name and address. Acceptable documentation includes:

<ul style="list-style-type: none"><li>• Deed</li><li>• Mortgage settlement sheet</li><li>• Recent property tax bill</li><li>• Current utility bill (gas, electric, water, cable, telephone)</li><li>• Original lease with name(s) of parents/legal guardians and signed by all parties. (Preferably typed but hand written leases are accepted with one additional proof of residency.)</li><li>• IRS Statement or other wage and tax statements e.g., W2, 1040, 1099</li><li>• Voter Registration Card showing current address</li><li>• Recent employer pay stub showing current address</li><li>• A recent letter from a government agency with the parent/guardian's name and current address (i.e. Social Security, Public Assistance, IRS, etc.</li></ul>	<ul style="list-style-type: none"><li>• Current PA Driver's License/Non-Driver's License your current address</li><li>• Current vehicle registration or car insurance policy</li><li>• Shelter placement or residency letters are also acceptable for homeless students</li><li>• Foster care and DHS letters are also acceptable for registration when student is in the care of a Foster/child care agency.</li><li>• Current credit card bill</li><li>• Change of address card with your current address</li><li>• Recent bank statement with current address</li></ul>
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4. The school district requires a student's parent/legal guardian to provide two (2) proofs of residency documents showing his/her name and district address, within sixty (60) days. If two proofs of residency are not provided, the School District may investigate the validity of the information provided by the parent/legal guardian on this legal document. If the information is found to be false, the School District may formally submit the parent/legal guardian's name to the Lackawanna County District Attorney's Office for investigation for applicable offenses.