

# WILKINSBURG SCHOOL DISTRICT

TITLE: REGISTRATION/PROOF OF  
RESIDENCY REQUIREMENTS

ADOPTED: May 25, 2004

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">201.1. REGISTRATION/PROOF OF RESIDENCY REQUIREMENTS</p> <p>Parents/Guardians of all district students must present a minimum of two (2) acceptable proofs of residence to the district as part of the registration process prior to admission.</p> <p>This policy pertains to all students registering in all grades, including original entries and re-entries.</p> <p>Acceptable proofs of residence may include the parent's/guardian's current:</p> <ol style="list-style-type: none"><li>1. Mortgage or lease agreement. These are temporary proofs of residence. After thirty (30) days, a resident may be required to submit two (2) other proofs of residence. Failure to do so will result in student(s) being removed from the district rolls.</li><li>2. Driver's license.</li><li>3. Auto registration.</li><li>4. Utility bills.</li><li>5. Tax statements.</li><li>6. Check stubs from wages, Public Assistance or Social Security, or Medical Assistance Card.</li><li>7. Court-ordered custodial agreement.</li><li>8. A sworn affidavit of student declaration of residence.</li></ol> <p>The list of acceptable documents showing proof of residence shall be subject to change at any time.</p>
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<p>Title 18 Sec. 4904</p>	<p>The district reserves the right to request proof of residence of any resident with school-age children at any time.</p> <p>The making of any willful false statements in the provision of proof of residence documents is a crime and subjects the person making such statements to tuition charge and penalties, as provided in law.</p> <p><u>Custodial Adult</u></p> <p>Prior to admission, the adult living in the home of the resident must comply with proof of residence requirements as noted in Board policy. An affidavit of residence must be signed by the custodial adult. In addition, the resident must fill out a form provided by the district attesting to the fact that the people listed on the form fully reside in the resident's home.</p> <p><u>Attendance Officer</u></p> <p>Proofs of residence will be presented to the school in which the student is registering as part of the registration process. Copies of residency documents will be placed in the student's file.</p> <p>The Attendance Officer will act as the resource person for purposes of this policy.</p> <p><u>Homeless Youth</u></p> <p>If the student meets the criteria of homelessness, as defined by law, the Attendance Officer must be contacted to provide effective outreach services.</p>
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