

**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 a North Allegheny representative.

- 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

Notarized documents are to be completed with the Central Registration Office:

- The document can be filled out (NOT SIGNED) and brought to the Central Registration Office during the registration appointment where Notary services are available. All parties are required to be in attendance

The following will be required during your appointment:

Check	Documentation Required at Time of Registration
	Parent’s/Guardian’s Photo ID
	Resident’s Valid Photo ID
	Resident’s Proof of Residency
	Guardianship Paperwork (If Applicable)

**Two Proofs of Residency** - Please bring any two (2) of the following.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Valid driver's license (with current North Allegheny address)</li> <li>2. Closing papers</li> <li>3. Lease agreement (signed by resident and landlord)</li> <li>4. Utility Bill</li> <li>5. Cable Bill</li> </ol> | <ol style="list-style-type: none"> <li>6. Deed</li> <li>7. Mortgage Statement</li> <li>8. Paid Wage Tax Receipt</li> <li>9. Property Tax Bill</li> <li>10. Vehicle Registration</li> <li>11. DOT Identification</li> <li>12. Rent receipt</li> </ol> |
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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 NO. 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)

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 NO. 202.

Yes \_\_\_\_\_ (initials)

No \_\_\_\_\_ (initials)

5. Effective date of residency begins (start date) \_\_\_\_\_ through (end date) \_\_\_\_\_ (not to exceed last day of 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 exceed last day of current school year).

**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

## Attachment A

### Affidavit of Residency Statement

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Parent(s) Address: \_\_\_\_\_  
Address City State Zip code

Resident(s) Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Resident(s) Address: \_\_\_\_\_  
Address City State Zip code

Reason Family/Student will be living with Resident:

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Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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### FOR SCHOOL USE ONLY

Check	Documentation Provided at Time of Registration
<input type="checkbox"/>	Parent's Photo ID
<input type="checkbox"/>	Resident's Valid Photo ID
<input type="checkbox"/>	Resident's Proof of Residency
<input type="checkbox"/>	Guardianship Paperwork (If Applicable)

- Original affidavit and copies of all documentation to the Assistant Superintendent's Office for K-12
- Copy of all documents to be placed in Student Cumulative Folder
- Copy of all documents provided to parent(s)
- Copy of all documents provided to resident(s)