24 PS 13-1302 Affidavit for School Enrollment

Section 13-1302 of the Pennsylvania Public School Code of 1949 states:

“When a resident of any school district keeps in his/her home a child of school age, not his/her own, supporting the child gratis as if the child was his/her own, such child shall be entitled to all free school privileges accorded to resident school children of the district.

Before accepting such child as a pupil, the Board of School Directors of the district may require such resident to file with the Secretary of the Board a sworn statement that he/she is a resident of the district, that he/she is supporting the child gratis, that he/she will assume all the personal obligations for the child relative to school requirements, and that he/she intends to so keep and support the child continuously and not merely through the school term.”

To qualify for eligibility, the above conditions must be met. You are also required to submit the following documentation from each of the following categories in support of the sworn statement in conjunction with the completed and notarized affidavit that is attached:

PROOF OF RESIDENCY:

- **Own**-Property Deed, Settlement papers, or Lehigh County Tax Bill
- **Rent**- Signed Lease Agreement listing the student as an additional occupant OR Landlord letter acknowledging the student as an additional occupant.

**ALSO THE FOLLOWING MUST BE PROVIDED:**

1. Whitehall Township Moving Permit OR Whitehall Township Per Capita Tax
   AND
2. Current Utility Bill OR Pay Stub/Government Check

**PROOF RESIDENT IS SUPPORTING CHILD GRATIS (SELECT ONE OF THE FOLLOWING):**

- Copy of federal or state tax form listing the child as a dependent resident OR
- Copy of completed county form transferring child support payments to resident OR
- Copy of completed state form notifying Department of Welfare of child’s new residence OR
- Proof of parent’s active military deployment

**Please also have your driver’s license or photo ID to identify who is enrolling the student(s).**

As the resident non-parent caregiver, you must complete a 1302 Affidavit, renewable every school year. Failure to renew the affidavit will require the district to withhold all school mailings. This Affidavit must be submitted with all of the supporting documentation listed above for approval by the School Board.

This information will be verified by our school personnel. Any false statement/documentation will result in immediate disenrollment of the student(s), and is punishable by law, relating to unsworn falsification to authorities.

The 1302 Affidavit is a legal document. You may want to consult with an attorney if you have any questions or do not understand any portion of the attached affidavit prior to signing before a Notary Public.
24 PS 13-1302 Affidavit By Non-Parent Caregiver For School Enrollment

INSTRUCTIONS: Please complete the following statement. If the child is living or will be living in a household with two resident adults who will assume responsibility for the child BOTH residents must complete and sign this affidavit.

1. Your Name(s) __________________________________________/ ____________________________ resides at:
   (Guardian) (Relationship)
   Street ___________________________________ City ______________ State _______ Zip _______
   Home Phone ___________________________ Cell Phone ____________________________

2. Child’s Full Name __________________________________________ Date of Birth ______
   Grade _______ Name & Address of Last School Attended __________________________
   ________________________________________________________________

3. The child began to reside in my home on ___/___/___ and will reside in my home until ___/___/___

   **Landlord’s Verification:** please fill in only if Guardian rents their residence.
   Landlord’s Name ___________________________________ Home # ___________________ Cell # ____________
   Leasee’s Name ___________________________________ Home # ___________________ Cell # ____________
   Landlord’s Signature: _________________________________ Date: ________________________

4. Do you intend to keep and support the child continuously and not merely through the school term?
   YES _______ NO _______
   During summer vacations, the child will reside with (NAME(s)) ____________________________.

5. Are you supporting this child gratis (without personal compensation or gain)?
   YES _______ NO _______

6. Who will claim this child as a dependent for state/federal purposes?
   NAME(S) ________________________________________________________________

7. All personal obligations related to school requirements for this child that may include providing for:
   REQUIRED IMMUNIZATIONS, UNIFORMS, FEES/FINES, CITATIONS/FINES FOR TRUANCY, ATTENDING PARENT/TEACHER CONFERENCES, ATTENDING MEETINGS/HEARINGS CONCERNING DISCIPLINE AND FULFILLING ANY SPECIAL EDUCATION REQUIREMENTS AND OBLIGATIONS FOR MAKING ALL EDUCATIONAL DECISIONS WILL BE THE RESPONSIBILITY OF:
   NAME(S) ________________________________________________________________ / RELATIONSHIP __________________

8. Is there currently a support order for the child that has been entered by a court or other party?
   YES _______ NO _______
   If Yes, to whom are the payments made? _____________________________________________
9. The following individual(s) currently contribute to the child’s support:

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<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>TYPE OF SUPPORT</th>
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Through my notarized signature, I grant the school district permission to investigate the information that I/we have presented in this affidavit for confirmation and factual accuracy. I/we verify that all information presented and contained in this affidavit is true and correct to the best of my/our knowledge, information and belief. I/We understand that any false statements herein are made subject to the penalties 18 PA. C.S. § 4904, relating to unsworn falsification to authorities.

The Whitehall-Coplay School District continually investigates the truth of affidavits submitted under 1302 of the School Code. It is therefore, requested that you not sign the affidavit unless you are certain that the facts set forth in this document are completely true and correct. You should be aware that if the Affidavit you are about to make is not true and correct; you could be subject to criminal penalty for false swearing. **False Swearing is a misdemeanor of the Third Degree In Pennsylvania, punishable by a fine of up to $2,500.00, imprisonment for one year, or both. Additionally, you must subject yourself to a civil action for damages if it is later shown that the above child is not properly entitled to free school privileges.**

_________________________________________  _______________________________________
(Printed Name of Non-Parent Caregiver)  (Signature of Non-Parent Caregiver)

_________________________________________  _______________________________________
(Printed Name of Parent/ Legal Guardian)  (Signature of Parent/Legal Guardian)

**Commonwealth of Pennsylvania:**
**County of Lehigh**

On this _____ day of ____________________ 20___, before me, a Notary Public, personally appeared ___________________________ and ___________________________ known to me

(Non-Parent Caregiver)  (Parent/Legal Guardian)
(or satisfactorily proven to be) the person(s) whose name(s) is/are subscribed to the within affidavit and acknowledge that he/she/they executed the same for the purposes contained therein. Sworn and Subscribed to before me, Notary Public.

Notary Signature: ____________________________

My Commission Expires: ____________________________