

# SCHOOL DISTRICT OF PHILADELPHIA

## RESIDENCY AFFIDAVIT (UPDATED APRIL 2014)

### SECTION 1- RESIDENCY INFORMATION

I/We, \_\_\_\_\_ Currently reside at \_\_\_\_\_  
*Name of Parent (s)/Guardian(s)* *Address*

\_\_\_\_\_, \_\_\_\_\_  
*Zip Code* *Telephone Number*

### SECTION 2- CHILDREN'S INFORMATION

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

NAME (S) OF CHILDREN	DATE OF BIRTH (mm/dd/yy)	CURRENT GRADE LEVEL	STUDENT ID NUMBER

### SECTION 3- HOMEOWNER OR TENANT 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 School 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*

#### NOTARY ONLY

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**NOTARY PUBLIC  
STAMP HERE**

# SCHOOL DISTRICT OF PHILADELPHIA

## RESIDENCY AFFIDAVIT (UPDATED APRIL 2014)

### 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 your local school District of Philadelphia Parent and Family Resource Center(Please see below).
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 or her name and address.  
Acceptable documentation includes:
  - Deed
  - Mortgage settlement sheet
  - Recent property tax bill
  - Current utility bill (gas, electric, water, cable, telephone)
  - 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.)
  - IRS Statement or other wage and tax statements e.g., W2, 1040, 1099
  - Voter Registration Card showing current address
  - Recent employer pay stub showing current address
  - A recent letter from a government agency with the parent/guardian's name and current address (i.e. Social Security, Public Assistance, IRS, etc.
  - Current PA Driver's License/Non-Driver's License your current address
  - Current vehicle registration or car insurance policy
  - Shelter placement or residency letters are also acceptable for homeless students
  - Foster care and DHS letters are also acceptable for registration when student is in the care of a Foster/child care agency.
  - Current credit card bill
  - Change of address card with your current address
  - Recent bank statement with current address

### PARENT RESOURCE CENTERS

#### **Learning Network 1**

South Philadelphia High School  
2101 South Broad Street  
Philadelphia, PA 19148  
Phone: (215) 952-6300

#### **Learning Network 2**

McMichael School (ground floor, rear)  
3543 Fairmount Ave.  
Philadelphia, PA 19104  
Phone: (215) 823-5530  
Fax: (215) 823-5535

#### **Learning Network 3**

School District Administration Building  
440 N. Broad Street, 1<sup>st</sup> fl.  
Philadelphia, PA 19130  
Phone: (215) 400-4180  
Fax: (215) 400-4183

#### **Learning Network 4**

Alt Ed Center West  
4300 Westminister Ave  
Philadelphia, PA 19104  
Phone: 267-292-6600

#### **Learning Network 5**

2603 N. 5th Street  
Philadelphia, PA 19133  
Phone: (215) 291-5696  
Fax: (215) 291-6040

#### **Learning Network 6**

1100 E. Mt. Pleasant Ave.  
Philadelphia, PA 19150  
Phone: (215) 248-6684  
Fax: (215) 248-6687

#### **Learning Network 7**

Grover Washington Middle School  
201 E. Olney Ave.  
Philadelphia, PA 19120  
Phone: (215) 456-0433  
Fax: (215) 456-0434

#### **Learning Network 8**

4101 Chalfont Drive  
Philadelphia, PA 19154  
Phone: (215) 281-5903  
Fax: (215) 281-2645