

RESIDENCY AFFIDAVIT

I/We attest that all information provided here is correct and current. I/We understand that if residency should change, for any reason, it is the responsibility of the resident to notify the school district and amend the residency affidavit. Any false statements can and will be punishable under the laws of perjury and false swearing.

Step 1.

I/We, _____ currently reside at	
Name of Parent(s)/Guardian(s)	
_____	_____
Address	Zip Code
Telephone number	
The following children reside with me at this address:	
a. _____	b. _____
Name	Name
_____	_____
Date of Birth	Date of Birth
Student ID Number	Student ID Number
c. _____	d. _____
Name	Name
_____	_____
Date of Birth	Date of Birth
Student ID Number	Student ID Number

Step 2.

<u>Homeowner or Tenant Verification</u>	
Homeowner's name or Tenant's name _____	
Print name	Telephone number
Approval has been granted for: (list each child and the child's parent/guardian)	

to reside with _____ at the address identified above.	
Resident's name	
Homeowner or Tenant's signature _____ Date _____	
OR	
<u>Landlord Verification</u>	
Landlord's name _____ Telephone number _____	
Approval has been granted for: (list each child and the child's parent/guardian)	

to reside with _____ at the address identified above.	
Landlord's signature _____ Date _____	

Step 3.

Through my notarized signature, I/we grant the School District permission to investigate the above information that I/we have presented in this affidavit for confirmation and factual accuracy.	
_____	_____
Signed by Parent(s)/Guardian(s)	Notary

Step 4.

Received by:	
School _____	Date _____

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INSTRUCTIONS

At least one proof of residency is required when registering or transferring a child in a Philadelphia Public School. Listed below are acceptable proof of residency:

- Current Utility Bill (PECO, PGW, Water)
- Current Voter's Registration
- Original Rental Agreement/ Leases (Must be typed, signed by all parties and notarized) Deed
- Residency Affidavit signed by homeowner/tenant or landlord and notarized.
- **Foster care/childcare and DHS letters are also acceptable for registration when student is in the care of a foster/child care agency
- **Shelter placement or residency letters are also acceptable for homeless students.

Additionally, one piece of identification is to be provided also. This can be in the form of: "

- * Drivers License/ Non-Drivers license
- * Valid Federal, State or Municipal employment photo identification.
- * Passport

These items should be presented at the time of enrollment or dismissal as proof of the current residence.

If any of the above documentation cannot be obtained—**as a last resort**, the parent or legal guardian should fill-out **Residency Affidavit** and have it notarized.

Registrations/Admissions:

Step 1. Information completed by Parent(s)/Guardian(s). (List additional names of children on reverse side of Residency form).

Step 2. Information completed by Homeowner or Tenant if Homeowner or Tenant is different from Parent(s)/Guardian(s)

OR. Information completed by Landlord if Parent(s)/Guardian(s) or Tenant is leasing or renting the residence.

Step 3. Parent(s)/Guardian(s) sign before a Licensed Notary.

Step 4. Receiving School
a. Parent(s)/Guardian(s) returns completed Affidavit to receiving school
b. File original copy of the Residency Affidavit in Pupil's Pocket

Transfers: (T-25)

Follow **Steps 1-3** above.

Step 4 Sending School
a. Send original copy of Residency Affidavit to receiving school.
b. File a copy in the Pupil's pocket.