

THE SCHOOL DISTRICT OF PHILADELPHIA

RESIDENCY AFFIDAVIT (UPDATED AUGUST 2014)

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SECTION 1- RESIDENCY INFORMATION

I/We _____ hereby attest that I/we currently reside at _____
Name of Parent (s)/Guardian(s) Address

Zip Telephone Number

SECTION 2- CHILDREN'S INFORMATION

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

NAME (S) OF SCHOOL AGED CHILDREN	RELATIONSHIP TO CHILD	DATE OF BIRTH (mm/dd/yy)	CURRENT GRADE LEVEL	STUDENT ID NUMBER

SECTION 3- HOMEOWNER OR TENNANT 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 of Philadelphia (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	NOTARY PUBLIC STAMP HERE
Subscribed and sworn to before me on this _____ day of _____, 20____	

OFFICIAL USE ONLY		
REVIEWED BY (NAME)	OFFICE/LEARNING NETWORK/SCHOOL	DATE
		DATE STAMP

THE SCHOOL DISTRICT OF PHILADELPHIA

RESIDENCY AFFIDAVIT (UPDATED AUGUST 2014)

DEFINITION OF USE

A residency affidavit is used when a parent/legal guardian of a student cannot provide two (2) proofs of residency in his/her name at the time of registration because his/her primary residence is owned or leased by another party and he/she is not receiving any acceptable proofs of residency (listed below). Please review the list below of acceptable residency documents to determine if a residency affidavit is necessary.

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 child's school or local Parent & Family Resource Center (see below)**. The school district staff person will examine the affidavit and proofs of residency to determine their authenticity. It is preferable to have both the legal guardian and the homeowner/tenant present when the documents are submitted to the School District; however it is not required to have the homeowner/tenant present.
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/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
4. **Residency affidavit approvals expire on the last day of the school year.** A child's school may require a student's parent/legal guardian to provide two (2) proofs of residency documents showing his/her name and address before the last day of school. If two proofs of residency are not provided, the School District of Philadelphia may investigate the validity of the information provided by the parent/legal guardian on this legal document. If the information is found to be false, the School District of Philadelphia may formally submit the parent/legal guardian's name to the Philadelphia District Attorney's Office for investigation for applicable offenses.

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, 1st fl.
Philadelphia, PA 19130
Phone: (215) 400-4180
Fax: (215) 400-4183

Learning Network 4

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

Learning Network 5

2603 N. 5th Street
Philadelphia, PA 19133
Phone: (215) 291-5680
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