



MidPenn
LEGAL SERVICES

School Enrollment By A Non-Parent Caregiver



Office Locations

Administration

213-A North Front Street
Harrisburg, PA 17101
717234-0492

Adams

123 Baltimore Street, Suite 301
Gettysburg, PA 17325

Bedford

232 East Pitt Street
Bedford, PA 15522

Berks

35 North 6th Street, Mezzanine Suite 101
Reading, PA 19601

Blair

171 Lakemont Park Boulevard
Altoona, PA 16602

Centre

3500 East College Avenue, Suite 1295
State College, PA 16801

Clearfield

211 East Locust Street
Clearfield, PA 16830

Cumberland

401 East Louther Street, Suite 103
Carlisle, PA 17013

Dauphin

213-A North Front Street
Harrisburg, PA 17101

Franklin-Fulton

230 Lincoln Way East, Suite A
Chambersburg, PA 17201

Juniata-Mifflin

3 West Monument Square
Lewistown, PA 17044

Lancaster

30 North Christian Street, Suite 200
Lancaster, PA 17602

Lebanon

1150 Chestnut Street, Suite 1
Lebanon, PA 17042

Schuylkill

315 North Centre Street, Suite 101
Pottsville, PA 17901

York

29 North Queen Street
York, PA 17403

To Apply for Services Call:

1-800-326-9177

How to Enroll a Child if You are a Non-Parent Caregiver

- Fill out the “Enrollment Letter” and the “Affidavit by Non-Parent Caregiver for School Enrollment” (see enclosed). The Affidavit must be completed by you and signed in front of a notary. Remember, this is a sworn statement and you must fill it out truthfully. Make copies of these forms to keep for your records.
 - To enroll the student in the school where you live, the form states that:
 - The child lives with you year-round, not just part of the year, including weekends and summer;
 - You will be responsible for school requirements, including making sure the child attends school;
 - You are supporting the child as if he or she were your own child.

You need to know!! Even if you receive payments for the child, such as Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF), pre-adoptive or adoptive support, support from parents who are in the military, public or private health insurance, or child support payments, you can still be supporting the child as your own.

- Go to the registration office in the school district where you live. Take the Enrollment Letter and Affidavit with you and give it to the school district.
- Take documents with you that prove the age of the child, a record of the child’s immunizations (“shots”), and proof that you live in the school district. If you do not have written documentation of the child’s shots, inform the school district to call the child’s former school or the doctor’s office where the child’s medical records are maintained.
- If the school district asks for proof of the statements in your affidavit, the following are some suggestions:
 - Proof of Residency in the school district area:
 - A driver’s license, lease, utility bill, credit card bill, car registration, tax bill, or a form showing that you are enrolled in a government program, on which your listed address is in the school district.
 - Proof of Support of the child:
 - Receipts for food, clothes, or medical bills which you paid for the child.
 - Papers that show you claimed the child as a dependent on your taxes.
 - Papers that show the child is being covered under your health insurance.
- Request that the secretary contact the child’s old school for the education records. This is an important step!! The child’s old school has ten (10) business days to send the records to the new school.

What If the Child is NOT Enrolled in Five Business Days?

If the school district has not allowed the child to attend school within five (5) business days of completing this procedure, call the district’s registration office and ask them to explain why the child has not been enrolled. The law states that the child **MUST** be enrolled within five (5) business days of the school receiving all documents for enrollment.

Enrollment Letter

Name of School District: _____

Address of School District: _____

Re: Enrollment of _____ by Non-Parent Caregiver
(Name of Student)

Date: _____

To Whom It May Concern:

The Pennsylvania School Code provides that a child shall be considered a resident of the school district in which his parents OR caregiver(s) lives. See 24 P.S. § 13-1302 (2006) attached.

A child living with a non-parent caregiver shall be entitled to all free school privileges if the following conditions are met:

1. The caregiver supports the child “gratis as if the child were his own”;
2. The caregiver will assume all personal obligations for the child relative to school requirements;
3. The caregiver intends to keep and support the child continuously and not merely through the school year.

The Pennsylvania School Code mandates that school officials are to accept a sworn statement (such as an Affidavit) by the non-parent caregiver that affirms the above requirements. The sworn statement is acceptable proof for the school district to enroll the child living in the non-parent caretaker’s home. Attached please find my sworn statement as the resident/caregiver attesting that the above requirements are met.

We expect that these documents are sufficient and that _____ *(Student Name)* will be enrolled for Grade _____ in the above-named School District. Please contact me with any questions or concerns.

Sincerely,

(Signature of Non-Parent Caregiver)

(Address)

(Printed Name of Non-Parent Caregiver)

(_____) _____
(Phone Number)

AFFIDAVIT BY NON-PARENT CAREGIVER FOR SCHOOL ENROLLMENT

I attest that all information provided here is correct and current. I understand that if residency should change, for any reason, it is my responsibility to notify the school district and amend the residency affidavit. Any false statements can and will be punishable by law.

I, _____, currently reside at
(Non-Parent Caregiver)

(Address)

I can be reached by telephone at (____) _____; _____
(Name of Student)

has lived with me since _____ and I have been supporting him/her gratis,
(Date)

as if he/she was my own child. I will assume all personal obligations for the above-named Student relative to school requirements and I intend to support him/her continuously and not merely through the school year.

Through my notarized signature, I grant the school district permission to investigate the above information that I have presented in this affidavit for confirmation and factual accuracy.

I VERIFY THAT THE INFORMATION CONTAINED IN THIS AFFIDAVIT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENTS HEREIN ARE MADE SUBJECT TO THE PENALTIES 18 Pa. C.S. §4904, RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

(Date)

(Signature of Non-Parent Caregiver)

Commonwealth of Pennsylvania:

County of _____:

On the _____ day of _____ 20____, before me, a Notary Public, the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing AFFIDAVIT and acknowledged that he executed the same for the purposes therein contained.

NOTARY PUBLIC

PENNSYLVANIA STATUTES
TITLE 24. EDUCATION
CHAPTER 1. PUBLIC SCHOOL CODE OF 1949
ARTICLE XIII. PUPILS AND ATTENDANCE
(A) ATTENDANCE

24 P.S. § 13-1302 (2006)

§ 13-1302. Residence and right to free school privileges

(a) A child shall be considered a resident of the school district in which his parents or the guardian of his person resides. Federal installations are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident pupils of the school district. When a resident of any school district keeps in his home a child of school age, not his own, supporting the child gratis as if it were his own, such child shall be entitled to all free school privileges accorded to resident school children of the district, including the right to attend the public high school maintained in such district or in other districts in the same manner as though such child were in fact a resident school child of the district, and shall be subject to all the requirements placed upon resident school children of the district. Before such child may be accepted as a pupil, such resident shall file with the secretary of the board:

(1) appropriate legal documentation to show dependency or guardianship; or

(2) a sworn statement that he is a resident of the district, that he is supporting the child gratis, that he will assume all personal obligations for the child relative to school requirements, and that he intends to so keep and support the child continuously and not merely through the school term. The school board, pursuant to guidelines issued by the Department of Education, may require other reasonable information to be submitted by the resident to substantiate the sworn statement. The form containing the sworn statement shall include notice in large print of the penalty for providing false information in the sworn statement.

(b) If it is found that information contained in the sworn statement is false, the child must be removed from the school after notice of an opportunity to appeal the removal pursuant to the appropriate grievance policy of the school district.

(c) Notwithstanding any other provision of law to the contrary, a person who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with section 2561 during the period of enrollment.

