

No. 5100  
SECTION: STUDENTS  
TITLE: RESIDENT  
  
ADOPTED: 10/28/97  
READOPTED: 1/29/14;11/15/16  
REVISED: 9/28/04;6/18/07;6/21/11

## OXFORD AREA SCHOOL DISTRICT

In accordance with provisions of the Public School Code of Pennsylvania, students are considered residents of the school district wherein their parents reside. For purposes of this policy a student will be considered a resident of the Oxford Area School District, and entitled to attend the schools of the Oxford Area School District, if the student's parents/court-appointed guardian, or district approved guardian (1302), reside in one of the municipalities which compose the Oxford Area School District.

Resident students will be admitted to the Oxford Area School District in accordance with the following:

- A. At the time of registration of a student the school district may require evidence to support the residency of the parent/court-appointed guardian or district approved guardian (1302) registering the child.
- B. Evidence in support of residency may also be requested at any time when the residency of the parent/ court-appointed guardian or district approved guardian (1302) might be uncertain.
- C. Proof of residency is to the satisfaction of the school district and may require documentation in several forms. Typical documentation used to establish residency might include evidence of title to the property on which the parent/ court-appointed guardian or district approved guardian (1302) resides, or a current year's local tax statement or any other requested approved documentation which might establish that the parent or court-appointed/district appointed guardian resides within the Oxford Area School District.
- D. In those cases where documented proof of residency does not conclusively establish residency to the satisfaction of the school district, the school district reserves the right to employ other investigatory strategies such as surveillance to establish the validity of the claim of residency on the part of the parent or legal guardian.
- E. Students who are fraudulently registered in the school district will be removed from school immediately. The parent or legal guardian who fraudulently registered the student is financially responsible for the payment to the school district of the tuition cost for the period of time when the student was improperly enrolled.

It shall be the policy of the Oxford Area School District that those who by their actions intend to defraud the school district by illegally registering children in the schools of the Oxford Area School District will be held accountable for their actions. To that end, this policy authorizes the use of appropriate legal actions, including civil action, to recover the cost borne by the district as a result of the fraudulent registration of a student.

The Superintendent of Schools shall establish procedures for the implementation of this policy.

ADMINISTRATIVE PROCEDURE

RESIDENT

The following procedures shall be followed to implement school district policy 5100 regarding residency:

A. New Registrations

1. At the time of registration the parent/court-appointed guardian/or district approved guardian (1302) of the student being registered must provide proof that the parent/court-appointed guardian/or district approved guardian (1302) is in fact a resident of the school district. Evidence in support of residency must include two (2) or more of the lettered categories:
  - a. Purchase agreement with date of occupancy specified, U.S. Department of Housing & Urban Development settlement statement;
  - b. Current rental or lease agreement with period of lease specified and notarized;
  - c. Pennsylvania Migrant Education Certificate of Eligibility (COE);
  - d. Most recent major utility bill (electric bill, gas, sewer, water bill, cable, trash and/or telephone bill);
  - e. Current local tax bill indicating the address of the taxpayer;
  - f. Photo I.D. of parent/guardian registering the student (current driver's license, State Identification card, employment I.D. card).
  - g. Copy of paycheck stub with name and address of employee and employer.
2. Registration will not be complete and scheduling information will not be provided until the requested evidence in support of residency is provided and approved.
3. The registration form must be signed by the parent or court-appointed guardian attesting to the fact that the parent or court-appointed guardian is a resident of the school district and acknowledging that fraudulent registration will result in penalties including the payment of tuition for that period of time when the student is not a legal resident of the school district.
4. All new registrations shall be reviewed and verified by the school district registrar for accuracy and proof of residency compliance. The registrar will convey any discrepancies to the parent.

B. Enrolled Students

1. Should questions arise as to the residency of the parent/district approved or court-appointed guardian of a student who has been enrolled in the school district at some time other than at registration, the issue of residency shall be investigated immediately to confirm the status of the parent/district approved or court-appointed guardian as residents.

2. The investigation of suspected non-residency cases shall be pursued vigorously to determine if a request for evidence in support of residency is warranted.
3. If a request for evidence in support of residency is made, the same criteria set forth in paragraph A(1) of these procedures shall be used.
4. All cases where verification of residency is an issue shall involve personnel at all levels including principals, attendance officials and the Superintendent of Schools. All suspected cases of non-residency shall be referred to the Superintendent of Schools who will direct the investigation and determine the final disposition of the case.

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RESIDENCY AFFIDAVIT, 24 PS 13-1302

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

I, We \_\_\_\_\_, currently reside at  
(Parent/Guardian/Child)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeowner's Verification

Homeowner's name \_\_\_\_\_ Telephone number \_\_\_\_\_

Approval has been granted for \_\_\_\_\_ to reside with  
(Parent/Guardian/Child)  
\_\_\_\_\_, at the address identified above.  
(Homeowner's name)

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord Verification

Landlord's name \_\_\_\_\_ Telephone number \_\_\_\_\_

Approval has been granted for \_\_\_\_\_ to reside with  
(Parent/Guardian/Child)  
\_\_\_\_\_, at the address identified above.  
(Renter's name)

Landlord's signature \_\_\_\_\_ Date \_\_\_\_\_

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.

Signatures:

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Homeowner/Landlord

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_

\_\_\_\_\_  
Notary Public