

**NO. 200 AR**

**AVON GROVE  
SCHOOL DISTRICT**

**ADMINISTRATIVE RULE**

**200-AR. SCHOOL ENROLLMENT**

Proof of Age

Acceptable documentation for proof of age includes:

- Birth certificate;
- Notarized copy of birth certificate;
- Baptismal certificate;
- Copy of record of baptism, notarized or duly certified and showing date of birth;
- Notarized statement from the parents/guardians indicating date of birth;
- Valid passport; or
- Prior school record indicating date of birth.

Proof of Residency

Residents who directly own, rent or lease in the District may register at the respective school(s), based on the appropriate grade level and attendance area. Other individuals who do not own, rent or lease must follow the guidelines for residency outlined in this document. Any information provided for residency purposes may be routinely investigated by the School District.

Misrepresentation of information regarding residential status will result in due process proceedings, leading to denial of educational privileges in the Avon Grove School District for the child/children and potential legal action. This action may include, but is not limited to, a charge for tuition.

Acceptable documents for proof residency must include the resident's name and current address. The following documents may be shown to establish residency:

- Current utility bill
- Current credit card bill
- Pennsylvania Department of Transportation identification or drivers license
- Pennsylvania Department of Transportation vehicle registration
- State/Federal program enrollment
- Government agency identification card
- Property tax bill
- Deed
- Agreement of Sale
- Contact the business manager, complete the tuition Agreement Form and attach an Agreement of Sale.

- Property lease
  - A valid lease must include lessor's name/agency, address and telephone number. A post-dated lease requires completion of the District Stipulation and Understanding Form, Tuition Agreement Form with the lease attached, and you must contact the Business Manager. An expired lease must be accompanied by a renewal with lessor's name/agency and telephone number, or a notarized statement from the lessor.
- Occupancy Documents – Multiple Occupancy
  - When a parent/guardian with school-aged child/children takes up residency in the home of a school district resident, the resident homeowner must provide certain information and identification for the non-tenant parent(s)/guardian. Both parties will be required to complete the Residence in Home of Another form (Residency Affidavit), as well as provide documentation as described therein. Both parent/guardian and the homeowner/lessor must be present to review the completed documents and information with the Superintendent or Business Manager at his/her office. The parent/guardian must reside in the home of the resident continuously and not merely through the school year. The parent/guardian will be required to submit a Residency Affidavit annually. The resident must promptly notify the Business Manager, in writing, if the conditions of residency should change. Parent/guardian must complete the Residency Affidavit.

The District shall comply with the terms of the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa. C.S. §§ 6701 et seq. The District may use its discretion in accepting other documents to establish residency.

### **RESIDENCY INVESTIGATION PROCEDURES**

Proof of residency in the school district may be investigated routinely and shall follow these guidelines for investigative practices.

1. The Superintendent or Business Manager shall refer residency cases to school security personnel or a private investigator.
2. Routine investigations of residency will be handled by School District security personnel or a private investigator. All investigations and reports will be returned to the Superintendent.
3. All investigations for residential status shall be documented.
4. All investigations and reports will be maintained by the Superintendent's office.
5. The School District will utilize standard investigative procedures including home visits, surveillance of students, verification of information with third parties, social agencies, schools and governmental agencies.

### **THEFT OF SERVICES**

Any person falsifying his/her residence for the purpose of obtaining admission of a student to the Avon Grove School District may be assessed the prorated tuition cost calculated from the first day of enrollment to the last day of enrollment. Failure to pay such cost when due shall result in legal action to retrieve monies owed.

The Administration may initiate a tuition collection action against the parent, natural guardian or other responsible party of any student found to have not been legally entitled to free education services from the School District. To the extent that the total amount of tuition owed is less than or equal to the District Court jurisdictional limit, the Administration, through the Solicitor, may initiate any necessary legal action in the appropriate District Court. To the extent that the total amount of tuition owed is greater than the District Court jurisdictional limit, the Administration, through the Solicitor, may initiate any necessary legal action in the Chester County Court of Common Pleas for the full amount of such tuition or initiate legal action in the appropriate District Court for an amount of tuition limited to the jurisdictional limit of the court.

A person who knowingly provides false information in a sworn statement for the purposes 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 and forty (240) hours of community service, or both. The School District may pursue any other remedies available at law or equity.