

AVON GROVE SCHOOL DISTRICT  
Annual Application Process In Regard To Non-Resident Pupil Living With A Resident Family

Step I:

The following information will constitute a Guardianship Application by an Avon Grove resident to function in the place of a parent for school purposes on behalf of a non-resident pupil. This is Step I of an eight step process. The application should be completed and returned to the Superintendent of Schools, 375 South Jennersville Road, West Grove, PA 19390. If the application is not approved, the pupil will have to attend the school district of residence of his/her parents. Upon receiving and reviewing the Guardianship Application, the Superintendent of Schools will determine the accuracy of all information supplied in the application.

Step II:

To review the status of the Guardianship Application, you will receive the Guardianship Application in the mail and it will indicate whether it has been preliminarily approved (see bottom of application). If the Guardian Application is preliminarily approved, you will also be mailed a form titled, "Affidavit of Support" which will need to be completed, or provide appropriate legal documentation of dependency or guardianship.

Step III:

Complete and mail the "Affidavit of Support" form or documents to the Superintendent of Schools at the address as noted in Step I.

Step IV:

Once the "Affidavit of Support" form or documents are received by the Superintendent, it will be reviewed. Upon preliminary approval, the "Affidavit of Support" form and supporting documentation will be mailed to you with a signature page that you will need to have notarized. You will need to have three original copies of the "Affidavit of Support" form notarized.

Step V:

Mail the three original notarized "Affidavit of Support" forms to the Superintendent at the address as noted in Step I.

Step VI:

The Office of the Superintendent will contact you to arrange for a meeting to review the application, as well as to review your responsibility.

Step VII:

The Superintendent completes the Determination Form.

Step VIII:

The school districts monitors and audits the residency agreement by means of periodic home visits or other means.

**ANNUAL APPLICATION RENEWAL**

\* Application process (Steps 1 through 8) needs to be completed on an annual (school year) basis.

AVON GROVE SCHOOL DISTRICT  
STEP I: GUARDIANSHIP APPLICATION

Name of Pupil \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Father's Name \_\_\_\_\_ Address \_\_\_\_\_

School District of Residence \_\_\_\_\_

Mother's Name \_\_\_\_\_ Address \_\_\_\_\_

School District of Residence \_\_\_\_\_

Name of Person Submitting Application \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

Are you the court appointed legal guardian of the pupil? \_\_\_\_\_ (If yes, please attach documentation.)

Will the pupil reside with you on a full-time basis? \_\_\_\_\_

Will the pupil reside elsewhere on weekends and/or during the summer? If so,  
where \_\_\_\_\_

Will the pupil reside with you in order to meet the Avon Grove School District residency  
requirement? \_\_\_\_\_

Length of time pupil will reside with you \_\_\_\_\_

Will you receive room, board, payment, support or other consideration? \_\_\_\_\_

If so, from whom? \_\_\_\_\_

Who will claim pupil as dependent for IRS purposes? \_\_\_\_\_

Will you assume **all** personal obligations relative to school requirements? \_\_\_\_\_

Will you provide **all** aspects of parental support? \_\_\_\_\_

(OVER)

Are the parents agreed as to having you assume this role? \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Required      Date

\_\_\_\_\_  
Applicant Signature Required      Date

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant Phone Number

- Copies:
- File
  - School Board Attorney Andrew Rau
  - Child Accounting
  - School Placement
  - Agency/Guardian

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Administrative Use Only

Preliminary Review:

\_\_\_\_\_ Not Approved

\_\_\_\_\_ Approved

\_\_\_\_\_  
Superintendent of Schools                      Date

AVON GROVE SCHOOL DISTRICT

ANNUAL APPLICATION PROCESS IN REGARD TO NON-RESIDENT PUPIL LIVING WITH A  
RESIDENT FAMILY

DETERMINATION FORM

SCHOOL YEAR: \_\_\_\_\_

Approved

Denied

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Signature

Date

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Student Name

Grade