

## Intent to Move Registration Checklist

Intent to Move is defined as a family that has made a legal agreement to purchase or lease/rent a residence in Springfield or Morton. In addition to the Student Registration Packet, the forms included in this Intent to Move packet and tuition payment must be provided to the Central Registrar.

### A. INITIAL APPOINTMENT:

#### I. DOCUMENTS TO SUBMIT WITH REGISTRATION PACKET:

- a) **Agreement of Sale** with settlement date and no contingency clauses for the existing residence. or **Lease/Rental Agreement**.
- b) **Mortgage Commitment Letter** for the new residence.
- c) **Proof of Parental Identification** – State Driver’s License or State Photo ID at existing address.

#### II. FORM TO COMPLETE AND SUBMIT WITH REGISTRATION PACKET:

- a) **Intent to Move Agreement** – This form must be completed by the parent/guardian.

#### III. TUITION PAYMENT:

- a) **Tuition Payment** – Payment is due at the time of your initial appointment. Tuition is calculated using the estimated tuition cost based on the current PDE approved tuition rates. Acceptable forms of payment include cash, check, or money order made payable to Springfield School District.

### B. SETTLEMENT DATE/RENTAL OCCUPANCY DATE:

#### I. DOCUMENT TO SUBMIT THE DAY OF SETTLEMENT/OCCUPANCY:

**For Settlement:** Deed

**For Lease/Rental:** Documentation containing the rental address, such as a driver’s license, motor vehicle registration or voter’s registration.

### C. THIRTY (30) DAYS AFTER SETTLEMENT/RENTAL OCCUPANCY:

#### I. DOCUMENTS TO SUBMIT THIRTY (30) DAYS AFTER OCCUPANCY AS FINAL PROOFS OF RESIDENCY

The original documents listed below must be presented within thirty (30) calendar days from settlement or occupancy to complete the proof of residency at the new address.

- a) **PA Driver’s License or PA Photo ID** with the new Springfield/Morton address
- b) **Utility Bill:** Electric, Water, or Cable (Phone bill is NOT acceptable)

#### SEND COMPLETED PACKET(S) TO:

EMAIL: [registration@ssdcougars.org](mailto:registration@ssdcougars.org)

OR

MAIL TO/DROP OFF: Springfield School District  
Attn: Central Registrar  
200 S. Rolling Rd  
Springfield, PA 19064

Packets should include the attached Intent to Move Packet and the Student Registration Packet for each student registering.

BLDG #: \_\_\_\_\_  
School Yr: \_\_\_\_\_  
Grade: \_\_\_\_\_

**SPRINGFIELD SCHOOL DISTRICT**  
SPRINGFIELD, PENNSYLVANIA 19064

**INTENT TO MOVE AGREEMENT**

We are prospective residents presenting an Agreement of Sale or Lease/Rental Agreement not exceeding forty-five (45) days from the date of enrollment at the following address:

\_\_\_\_\_

**Student Name(s)**

**Grade**

_____	_____
_____	_____
_____	_____
_____	_____

We understand that enrollment of the child(ren) above is permitted by the School Board in accordance with Policy 202. We agree to pay tuition (estimated rates attached) in advance for the entire period of attendance up to the date of occupancy. We will assume responsibility for transportation of the student(s) until the date of occupancy. Once settlement or rental occupancy occurs and we physically move into the district, we will immediately present documentation to confirm the occupancy. For settlements, the deed must be presented and for lease/rentals, documentation must be presented containing the rental address, such as driver's license, motor vehicle registration, or voter's registration.

If we do not provide proof of residency at the time of settlement/occupancy, the student(s) will be withdrawn the following school day. Extensions of the forty-five (45) day timeline will not be considered. We agree to provide final proofs of residency at the new address listed on the Student Registration Checklist within thirty (30) calendar days from settlement.

**Current Address:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SSD Representative

\_\_\_\_\_  
Date

\*Tuition rates subject to change after PDE Approved Tuition Rates posted