



## Multiple Occupancy Registration Checklist

Multiple Occupancy is defined as a child and their parent or legal guardian residing with a district resident, in which the district resident is the home owner or lessee of the property. In addition to the Student Registration Packet, the forms included in this Multiple Occupancy Packet must be completed and notarized. Both the parent/guardian and district resident must submit documentation.

### **STEP 1: DISTRICT RESIDENT'S DOCUMENTS TO SUBMIT WITH REGISTRATION PACKET:**

- 1. District Resident's Two Proofs of Residency:** One from each of the following categories:

Category I:

- a. Deed or Mortgage statement/book with address (**most recent statement-within 30 days of registration**)  
If payments are made electronically, letter from mortgage company with current address listed or previous year's 1098 tax form.
- b. Current Lease listing all occupants (Notarized Landlord Certification Letter required if lease is month to month or otherwise not current)

Category II:

- a. Utility Bill: Electric, Water, or Cable (Phone bill is NOT acceptable) (**most recent-within 30 days of registration**)

- 2. District Resident's Identification:**

- a. PA Driver's License or PA Photo ID with a Springfield/Morton address

### **STEP 2: FORMS TO COMPLETE, NOTARIZE, AND SUBMIT WITH REGISTRATION PACKET:**

- 1. Application for Multiple Occupancy Registration** – This form must be completed by the parent/guardian and must be notarized before your scheduled appointment.
- 2. Certification of Multiple Occupancy** – This form must be completed by the district resident and must be notarized before your scheduled appointment.
- 3. Authorization and Verification Agreement** – This form must be completed by the parent/guardian.

\*\*\*\* PLEASE HAVE YOUR PACKET COMPLETED BEFORE YOUR SCHEDULED APPOINTMENT \*\*\*\*

A Student Registration Packet must also be completed for each student registering

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

**SPRINGFIELD SCHOOL DISTRICT**  
SPRINGFIELD, PENNSYLVANIA 19064

**APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION**

I am the parent or guardian of the child(ren) as listed:

Name	School Assignment	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We reside at \_\_\_\_\_  
(Address)

This domicile is owned or leased by \_\_\_\_\_

State law requires that children attend school in the school district where their parent(s)/guardian(s) reside. Therefore, I am aware that the facts as stated above are subject to investigation. Should it be determined that the above information is not a true statement of fact, either now or in the future, I shall be liable to reimburse the Springfield School District at the current tuition rate\*, prorated for the days of non-resident attendance in this District. The estimated costs are \$6,555.19 for kindergarten, \$13,110.37 for elementary, and \$12,991.33 for secondary for the school year.

I assume the responsibility for notifying the Springfield School District should there be **any** changes in residency, which includes the residency of either parent(s)/guardian(s) and/or child(ren).

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

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Signature of Parent(s) / Guardian(s) (circle one)

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Date

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

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

**SPRINGFIELD SCHOOL DISTRICT**  
SPRINGFIELD, PENNSYLVANIA 19064

**CERTIFICATION OF MULTIPLE OCCUPANCY**

Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that I am a legal owner or lessee of the property  
located at the following address: \_\_\_\_\_  
\_\_\_\_\_

I further swear that \_\_\_\_\_  
(Name of Parents)

and their children \_\_\_\_\_  
(Names of Children)

are living on a permanent basis at the above address.

State law requires that children attend school in the school district where their parent(s)/guardian(s) reside. Therefore, I am aware that the facts as stated above are subject to investigation. Should it be determined that the above information is not a true statement of fact, either now or in the future, I shall be liable to reimburse the Springfield School District at the current tuition rate, prorated for the days of non-resident attendance in this District. The estimated costs are \$6,555.19 for kindergarten, \$13,110.37 for elementary, and \$12,991.33 for secondary for the school year.

I assume the responsibility for notifying the school district should there be **any** change in residency, which includes the residency of either parent(s)/guardian(s) and/or child(ren).

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

\_\_\_\_\_  
**NOTARY PUBLIC**

\_\_\_\_\_  
**Signature of Owner or Lessee**

\_\_\_\_\_  
**Relationship to the New Residents**

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

\_\_\_\_\_  
Date

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

**SPRINGFIELD SCHOOL DISTRICT**  
SPRINGFIELD, PENNSYLVANIA 19064

**AUTHORIZATION AND VERIFICATION AGREEMENT**

I, \_\_\_\_\_, do hereby give the Springfield  
(Parent/Guardian Name)

School District authorization to contact any or all of the following to verify residency, dependency, and/or authenticity of information given on the Multiple Occupancy or Affidavit Form dated \_\_\_\_\_ bearing my signature, should a question arise during the Student Registration Application process: Utilities, Welfare Agency, U.S. Postal Service, Bureau of Motor Vehicles, current or previous landlord, employer and Internal Revenue Service.

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

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
Telephone