

Registration/Change of Address to Multiple Occupancy

**SOUTHERN LEHIGH SCHOOL DISTRICT
Registration and Admission Procedures For Multiple Occupancy
(More than one family per household)**

In order to establish and verify your residence within the Southern Lehigh School District, a few documents need to be completed and approved. All procedures are in accordance with Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education. Sections 1301 and 1302 authorize Southern Lehigh School District to request proof of residence **prior** to admission to our school programs or when changing residence within the district to a Multiple Occupancy situation.

PLEASE NOTE – THIS INFORMATION WILL BE VERIFIED PERIODICALLY AND SOUTHERN LEHIGH SCHOOL DISTRICT HAS THE RIGHT TO INVESTIGATE ANY RESIDENCY CONCERNS.

Students entering Southern Lehigh School district under **multiple occupant** status must complete and return the following documents:

- 📁 Certificate of Multiple Occupancy (see attached) – **Notarized**
- The homeowner/lessee must provide **TWO** current proofs of residency showing the Southern Lehigh School District address. (If renting, the name of parent/student must be on lease or a notarized letter from the landlord submitted.)
- The multiple occupant must provide **TWO** forms of identification showing the Southern Lehigh School District address.

Examples of these proofs are:

Homeowner/Lessee	Multiple Occupant
<ul style="list-style-type: none">○ Property Deed/Agreement of Sale Or○ Lease Agreement*** AND one of the following<ul style="list-style-type: none">▪ Current Utility Bill▪ Tax Bill/Receipt▪ Current Bank Statement▪ Vehicle Registration Card▪ Health Insurance Card/Insurance Statement▪ Letter from Employer (if not self-employed)	<ul style="list-style-type: none">○ Current Billing Statements○ Current Bank Statement○ Letter from employer (if not self-employed)○ PO address change/mail forwarding order○ Vehicle Registration Application for change of address.

*****NOTE LESSEES—PARENT/STUDENT NAMES MUST BE ON LEASE OR A NOTARIZED LETTER FROM PROPERTY OWNER ACKNOWLEDGING THEY ARE PERMITTED IN THE RESIDENCE IS REQUIRED.**

All proofs must accompany the notarized forms

Registration/Change of Address to Multiple Occupancy

**SOUTHERN LEHIGH SCHOOL DISTRICT
Certificate of Multiple Occupancy**

This form is to be filled out by the Southern Lehigh School District Property Owner

I certify that I am the legal owner or lessee of the property listed below, which is located in the Southern Lehigh School District. With this certificate, I am providing two current proofs of residence showing my Southern Lehigh School District address. I further swear that the parent(s)/guardian and child(ren) listed below are living on a permanent full-time basis at that address. I assume responsibility for notifying Southern Lehigh School District should the described circumstances change.

I am submitting this certificate and making the factual representations contained herein, for the purpose of enrolling the child(ren) in the Southern Lehigh School District. I understand that the School District is relying upon the facts stated in this certificate and the information I provide in support of this certificate.

I understand that the facts as stated are subject to investigation at any time. Should it be determined that any statement made in this certificate is not true, either now or in the future, Southern Lehigh School District has the right to remove the student(s) from the Southern Lehigh School District. Furthermore, I am aware that I shall then be liable to reimburse the School District at the tuition rate for the time the child(ren) were enrolled. I also understand that this information will be verified annually.

Name of Children	Grade	School

Signature of Property Owner/Lessee

Name of Parent (s)

Print Name of Property Owner/Lessee

Relationship of Property Owner to New Resident

Address of Southern Lehigh Property

Date

I own / rent this residence.

If this residence is rented please supply name/telephone of the owner/landlord _____

Telephone number

Two proofs of residency for each party must be provided with this certificate showing the Southern Lehigh School District Address.

NOTARY PUBLIC SIGNATURE

NOTARY SEAL