

Instructions for
1302 Affidavit of Guardianship

1. This affidavit must be completed by the guardian with whom the child/children will be residing within the Gateway School District.
2. All questions must be answered for the affidavit to be considered completed.
3. This affidavit must be notarized before being returned to the Gateway School District to be investigated. Home visits are conducted to verify guardianship. Once this process has been completed, the registration office will notify the guardian as to whether the district will accept the change in guardianship. The district is not responsible to notarize the affidavit.
4. Please note that because of compulsory attendance laws of school age children, students must attend their present district or current school until this process has been completed and accepted.
5. Every new school year a new 1302 Affidavit must be completed and notarized for the child(ren) to remain in the Gateway School District. After the first-year, documentation must be provided demonstrating that the child(ren) are living with the guardian(2) unsupported. Failure to provide documentation will result in the child(ren) being removed from the district. Examples of documentation include:
 - a. Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child as a dependent of guardian
 - b. Copy of completed county form transferring child(ren) support payments to resident
 - c. Copy of completed State form notifying Department of Welfare of child(ren's) new residence
 - d. Copy of insurance card/policy/statement of child(ren) as eligible for services

***Please note that by completing this affidavit you are indicating that you are taking on the financial and educational responsibility for the child/children full time, year-round. As part of this affidavit documentation is required demonstrating you are legally taking on responsibility for the child/children.**



Gateway School District 1302 Affidavit Guardianship Statement

Instructions: Please complete the following statement. If the potential student is living, or will be living, in a household with more than one resident adult who will assume responsibility for the student, all such adult residents must complete and sign this statement.

This is a legal document. You may ask to see a copy of 24 P.S. §13-1302 prior to signing this document, and consult with an attorney if you have any questions or do not understand any portion of this document.

1. Your Name _____
Home Address _____
Home Telephone Number _____ Work Number _____
2. Do you live in the school district and does the child live with you? Yes ____ No ____
3. Child's Full Name _____
Birth Date _____ Grade _____
Name & Address of Last School Attended _____

Date child began/will begin to reside in your home _____
4. Are you supporting this child gratis (without personal compensation or gain)?
Yes ____ No ____
5. Will you assume all personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent-teacher conferences, or attending meetings/hearings concerning discipline? Yes ____ No ____
6. Do you intend to keep and support the child continuously and not merely through the school term?
Yes ____ No ____

Through my notarized signature, I/We understand that the school district, pursuant to guidelines issued by the Department of Education and their own written policy, may require other reasonable information to be submitted to confirm this sworn statement.

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose 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 forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period

Proof supporting child(ren) gratis attached: (Must be provided after 1st year for child(ren) to remain in district)

____ Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child as a dependent of guardian

____ Copy of completed county form transferring child(ren) support payments to resident

____ Copy of completed State form notifying Department of Welfare of child(ren's) new residence

____ Copy of insurance card/policy/statement of child(ren) as eligible for services

Affidavit by Non-Parent Caregiver for School Enrollment

I attest that all information provided here is correct and current. I understand that if residency should change, for any reason, it is the responsibility of the resident to notify the school district and amend the residency affidavit. Any false statements can and will be punishable by law. I further understand and agree that I WILL BE RESPONSIBLE FOR THE ENTIRE COST OF TUITION in accordance with district policy and the Public School Code of 1949 should it be determined that the child/children are improperly or illegally attending the Gateway School District. I understand that any false statements herein are made subject to the penalties 18 Pa. C.S. §4904, relating to unsworn falsification for authorities.

Through my notarized signature, I grant the school district permission to investigate the above information that I have presented in this affidavit for confirmation and factual accuracy including tax authorities. **I am aware that the information provided in this affidavit may be shared with the IRS, the Pennsylvania Department of Welfare, and the Social Security Administration.**

I agree the district reserves the right to re-verify a student's guardianship status periodically and at the beginning of every school year. A new 1302 Affidavit must be provided every school year with the supporting documentation listed above. Failure to provide an updated affidavit and documentation will result in the student being removed from the school district.

Sworn and subscribed before me this ____ day of _____, 20____

____ (Proposed Guardian's Signature)

____ (Notary Public)