

Gateway School District



REGISTRATION AND ADMISSIONS PROCEDURE FOR MULTIPLE OCCUPANCY

Welcome to Gateway! Admission of your child to the Gateway School District requires that you establish residency in Monroeville or Pitcairn. 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, Gateway School District is authorized to request proof of residence prior to admission to our school programs.

Students registering under multiple occupant status must have the attached document (printed on reverse side) completed and notarized at the time of registration. In addition to the attached document, the following information is needed:

Gateway Resident whose home is being claimed as the residence:

- Must provide a lease or deed/mortgage statement **[name(s) of everyone living in the residence must appear on the lease. Policy 202]**
- Two additional proofs of residency (driver's license, utility bill, insurance bill, government award letter)

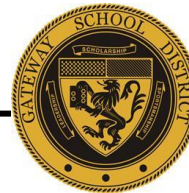
Multiple Occupant (enrolling family):

- Must provide two proofs of residency showing the Gateway School District Address (driver's license, utility bill, bank statement, etc.)

Please carefully review each item as incomplete enrollment packets will not be accepted by Gateway School District. In requesting and agreeing to the terms of Multiple Occupancy Registration, you are hereby notified that:

1. The parent(s) or guardian(s) are to complete the top portion of the Application for Multiple Occupancy Registration, declaring that the natural parent(s)/guardian(s) and their school-age child(ren) are living at the residence in question on a full time basis.
2. The school district resident is to complete the bottom portion of the Certificate of Multiple Occupancy, declaring that the student and their parent(s)/guardian(s) are legally residing at the residence in question on a full time basis.
3. The form must be notarized and presented at the time of registration.
4. The District reserves the right to re-verify **multiple occupancy status** during the school year. If the information is found to be incorrect, both the parent(s) and the school district resident filing the application **will be liable for tuition (\$14,500 / year)**.
5. At the time of registration, the homeowner/lessee must provide three proofs of residency (one proof must be mortgage statement/deed or a current lease). The **multiple occupant** must also provide two additional proofs of residency.
6. The **multiple occupant must submit his/her W-2 Internal Revenue Statement as well as their Monroeville Tax Return submitted to Keystone Collections** for proof of residency at this address each year the child(ren) are enrolled in Gateway School District. This must be done at the Administration Building. For your convenience, renewal forms will be sent to you in the month of May in the event that you plan on renewing your multiple occupancy for the following year.

Gateway School District



Gateway School District – Application for Multiple Occupancy Registration (This section is to be filled out by the Multiple Occupant Family)

I am the parent or legal guardian of the child (ren) listed below. We reside in the Gateway School District in a home or apartment that is owned or leased by a resident of the Gateway School District living at the same address. I am providing two proofs of residence with the return of this packet.

Name of Child(ren)	Grade

I assume responsibility for notifying the Gateway School District within one (1) month should my residence, name or relationship to the owner/lessor, and/or number of occupants within the residence changes. At that time, I will provide evidence of my new address, name or relationship change to the owner/lessor to the Registration Office so that my residency and parent/guardianship remains up to date.

I understand that if any information proves to be incorrect, now or in the future, the Gateway School District has the right to reject the application and withdraw the student(s) from the school district classes being attended. I also understand that the school district has the right to collect tuition charges (over \$13,000 per year) for each student enrolled.

Signature of Parent/Guardian

Phone Number

Date

Certification of Multiple Occupancy (This section is to be filled out by the Gateway School District Resident)

Your residence is claimed to be the residence of the family listed above, which has neither a lease nor deed to establish proof of residence within the Gateway School District. This form is required for the parent/guardian to register children to attend the Gateway School District.

I certify that I am the legal owner or lessor of the property or apartment listed below, which is located in the Gateway School District. I further swear that the parent/guardian and children listed above are residing at this same address on a permanent basis.

I ASSUME RESPONSIBILITY FOR NOTIFYING THE GATEWAY SCHOOL DISTRICT if their residence, name or relationship to me change. I am aware that the facts of this testimony are subject to investigation, and should it be determined that they are not true, either NOW OR IN THE FUTURE, I shall then be liable for fraudulent enrollment of students and will reimburse the Gateway School District for tuition.

I verify the statements made in the foregoing document are true and correct to the best of my knowledge, information or belief. I understand that false statements made herein are made subject to penalties of 18 PA C.S. Section 4094, relating to unsworn falsification to authorities.

Signature of Owner/Lessor

Relationship to Parent/Guardian

Date

Address

Home Phone Number

Cell Number

Sworn to and Subscribed to this

_____ Day of _____ 20____