

# WEST CHESTER AREA SCHOOL DISTRICT

No. 200AG3

ADMINISTRATIVE GUIDELINE  
APPROVED: April 25, 2016  
REVISED: August 14, 2019

## 200AG3 MULTIPLE OCCUPANCY FORM

*(Only complete if you are living with someone else and are not on the lease or mortgage)*

I, \_\_\_\_\_ certify that I am the legal  
Owner or lessor of the property at \_\_\_\_\_  
which is located in \_\_\_\_\_ and part of the West Chester Area  
School District. (township/borough)

I further swear that:

Name of Parent(s): \_\_\_\_\_

Name of Child/Children: \_\_\_\_\_

School(s) attending: \_\_\_\_\_

are living on a  temporary  permanent basis at the address above. I assume  
responsibility for notifying the school district if the above circumstances change.

\_\_\_\_\_  
**Owner/Lessor Name (Print)**

\_\_\_\_\_  
**Owner/Lessor Signature**

\_\_\_\_\_  
**Relationship to Temporary/Permanent Resident**

\_\_\_\_\_  
**Phone Number**

**Legal owner/lessor** must provide one of the following: a copy of the deed, current lease (*notarized landlord certification letter required if lease is month to month or otherwise not current*); or mortgage statement with address (*most recent-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*) AND one of the following: a utility bill such as electric, water, cable (most recent-within 30 days of registration-phone bill is not acceptable); Dept. of Transportation photo ID or vehicle registration form; property tax bill or current credit card statement.

**Temporary/Permanent Resident** must provide a utility bill such as electric, water, cable (most recent-within 30 days of registration-phone bill is not acceptable); Dept. of Transportation photo ID or vehicle registration form; or current credit card statement.

**Please note that any person making a false statement regarding residency will be in violation of section 42 U.S.C. § 11431 of the Pennsylvania Basic Education Circular. Violation of this could lead to disciplinary action, including disenrollment.**

### Instructions for applicant with appropriate areas checked off by district personnel

Please return this completed form to the:  school office or  caseworker

Is it necessary for the applicant to have the form notarized?  yes  no

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_

Notary Public: \_\_\_\_\_ Date of Signature \_\_\_\_\_