



Cyber Charter School Enrollment and Residency Verification Form

For School Year:

A student enrolled in a charter school cannot be enrolled in another public school, a nonpublic school, or a private school at the same time.

Verification Type

Initial Enrollment

November

March

Student Information

Students identified as experiencing homelessness do not need to include information related to an address or provide proof of residency.

Last Name:

First Name:

MI:

Home Street Address:

City:

State:

Zip:

County:

Telephone:

Mailing Street Address (if different from home address):

City:

State:

Zip:

Date of Birth:

School District of Residence:

Parent or Guardian Information

The student lives with:

Both Parents or Guardians

Both Parents or Guardians Alternately

Parent or Guardian #1 Only (Primary Parent or Guardian)

Foster Parent

Other Adult

Unaccompanied Youth

Complete Parent or Guardian Name and Address Information as Applicable:

Parent or Guardian #1 (Primary Residence)

Name:

Address:

City:

State:

Zip:

Telephone:

Email address:

Parent or Guardian #2, if applicable

Name:

Address:

City:

State:

Zip:

Telephone:

Email address:

If the student is not living with parents or guardians, please complete this section:

Name:

Address:

City:

State:

Zip:

Telephone:

Email address:

Charter School Information

Name of Charter School:

Address of Charter School:

Charter School Contact Person:

Contact's Telephone:

Contact's Email:

Former School Information

Former School Information is only required for **initial enrollment** and is not required for residency verification.

Former School Information (Other than Pre-School):

School District

Cyber Charter School

Brick-and-Mortar Charter School

Home School

Nonpublic School

Private School

Reason Student Was Not Enrolled Before Charter School Enrollment:

Entering Kindergarten

Re-Enrolling Dropout

Other:

Name of Former School:

Address of Former School:

Grade level at time of enrollment:

Withdraw Date from Former School:

Was the student receiving Special Education services or Gifted Education?

Yes

No

If yes, please check all services that are applicable.

IEP

GIEP

504

If yes, do you have the student's Special Education records?

Yes

No

Has the student had six or more unexcused absences during this school year at their former school?

Yes

No

Unknown

My signature on this form indicates my decision to have my child attend the charter school named on this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. **My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school, or a private school at the same time of enrollment in this charter school and that all information is accurate and true.**

Signature of Parent or Guardian

Date

Residency Verification Requirements

The parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's residency upon initial enrollment in a cyber charter school by November 1 and March 1 of each school year. Completing this form for a newly enrolled student satisfies the first November 1 or March 1 notification deadline, whichever is sooner. This requirement does not apply to students experiencing homelessness. Students experiencing homelessness must be enrolled immediately, even if required documentation is unavailable at the time of enrollment. If eligibility is pending determination, students are to remain enrolled until the dispute is resolved.

To Be Completed by Charter School

Verification Date:

Verification By (name of charter school employee):

Verification of Date of Birth:

Birth Certificate

Other:

What Proof of Residency was Provided?

An active residential lease agreement or mortgage statement, no more than three months old;

A bank statement no more than three months old or a utility or internet bill no more than three months old;

A tax bill no more than three months old;

An insurance document no more than three months old;

A valid vehicle registration;

A valid driver's license or Pennsylvania Department of Transportation identification card;

A piece of mail sent by the federal or state government such as benefits information, voter registration, or tax documents.

Official Enrollment Date:

Anticipated Date of Attendance:

Grade Student is Entering:

Cyber Charter Schools only (initial enrollment only): Has the student had six or more unexcused absences during this school year at their former school? Yes No

Signature of Charter School Representative

Date