



Hanover Area School District
1600 Sans Souci Parkway
Hanover Township, Pa. 18706
Phone (570) 831-2300 / Fax (570-408-1152)

Instructions for 1302 Non-Parent Caregiver Affidavit

1. This affidavit must be completed by the guardian with whom the child/children will be residing within the **Hanover Area 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 **Hanover Area School District** to be investigated. Once this process has been completed, the school district 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 **Hanover Area School District**. One document must be provided demonstrating that the child(ren) are living with the guardian(s) un-supported. Examples of documentation included:
 - *Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child(ren) 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 care/policy/statement listing child(ren) as eligible for services
 - Copy of lease/rental agreement identifying child(ren) as a tenant

***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 responsibility for the child/children.**



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1302 Non-Parent Caregiver Affidavit Statement

In accordance with 24 P.S. Section 1302, Resident and Right to Free School Privileges, of PA Public School Code 1949 as amended.

I/We, _____ and _____, attest

that I am a resident of the **Hanover Area School District** residing at:

_____ (Address) _____ (Home/Cell Phone Number)

**PROOF OF RESIDENCY FOR HANOVER AREA SCHOOL DISTRICT ARE REQUIRED.
 PLEASE PROVIDE CURRENT DOCUMENTS FROM THE LIST BELOW:**

- (1) Copy of the following documents:
 - _____ Deed, Mortgage Statement, Sales Agreement,
 - _____ Property Tax Bill
 - _____ Current Lease / Rental Agreement
 - _____ (Notarized) Multi Occupancy Affidavit – (If you are NOT listed on the above documents)
 Notarized by the Homeowner/Landlord and proof of ownership must be submitted from above.

- (2) Two (2) Copies of the following documents with your Name and Address on it:
 - _____ Current Utility Bills (Gas, Water, Electric, or Cable)
 - _____ Utility Company Hookup Letter/Email
 - _____ Paycheck stub with your name and address
 - _____ Government program enrollment
 - _____ Homeowner/Rental Insurance

I/We, am/are supporting the child/children, without charge to his /her parent or guardian. (Must fully complete)

Child/Children's Full Name:	Date of Birth:	Grade:	School Last Attended:



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1. What is your relationship to the child(ren)? _____
2. Why is/are the child(ren) not living with one or both parents (Optional)? _____
3. Date child(ren) began/will begin to reside in your home? _____
4. Do you intend to keep and support the child(ren) continuously full time, year-round, on a 24 hour-basis and not merely through the school year? Yes ___ No ___
5. Will anyone contribute to the child's(ren's) support? Yes ___ No ___ If yes, explain:

6. Is there currently a support order for the child(ren) that has been entered by a court or other party? Yes ___ No ___ If yes, to whom are the payments made? _____
7. Who will claim this child(ren) as a dependent for state/federal income tax purposes?
 (Full Name) _____
8. Will you assume all personal obligations related to school requirements for this child(ren) that may include making all educational decisions, providing for required immunizations, uniforms, fees/fines, citation/fines for truancy, attending parent-teacher conferences, attending meetings/hearings concerning discipline, and fulfilling any special education requirements?
 Yes ___ No ___

DO NOT WRITE BELOW THIS LINE – DISTRICT USE ONLY

APPROVED: ___ DENIED: ___ INITIALS OF AUTHORIZATION: _____ DATE: _____

District Administration Signature: _____



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PROOF SUPPORTING CHILD(REN) GRATIS ATTACHED: (ONE FORM OF DOCUMENTATION MUST BE PROVIDED AFTER EACH 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 listing child(ren) as eligible for services
- — Copy of lease/rental agreement identifying child(ren) as a tenant

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 **Hanover Area 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)