

## RESIDENCY VERIFICATION PACKAGE

### FOR NEW ENROLLMENTS

Thank you for your interest in the Schuylkill Haven Area School District. The following is a list of documentation you will need to provide at the time of your registration. This will help to make your registration as fast and easy as possible. Please allow a minimum of three (3) working days from the date all records have been submitted, for the district to complete the registration process.

#### **If you are a Resident in the Schuylkill Haven Area School District:**

1. A copy of your child's birth certificate and/or court order listing you as custodial parent or guardian.
2. As parent or guardian, you must present documentation in your name demonstrating that your residence is within the Schuylkill Haven Area School District. Complete [FORM #1](#).

You will have to provide two (2) of the following:

- A valid Pennsylvania Driver's License or Pennsylvania Photo ID Card with the address of your residence.
- Proof of utilities in your name at the address of your residence. These include oil, gas, electric, sewage, phone, or television.
- A rent or mortgage certificate or bill with the name and address of your residence.
- An occupancy permit issued within the past year in the name and address of your residence.
- A valid car registration or insurance statement with the name and address of your residence.
- A payroll check or government check stub with the name and address of your residence.
- An IRS tax return within the last year with name and address of your residence.

#### **If you currently are not a Resident of the Schuylkill Haven Area School District:**

1. Proof that as parent or guardian, you have executed a contract to buy, build, or rent a residence in the Schuylkill Haven Area School District. This would include a copy of your contract with the builder, or the sales agreement to purchase the residence, or a rental agreement.
2. Complete [FORM #1](#) and [FORM #2](#) as a future resident in the district.

Once your residency is verified, you will be given the enrollment packet to complete. This information must be completed before your child can be enrolled in the Schuylkill Haven Area School District.

If you have any questions, please feel free to contact the District Office:

*Sonya Bessasparis – [bessaspariss@shasd.org](mailto:bessaspariss@shasd.org) - 570-385-6705 ext. 209 or*

*Wendy Fabrizio – [fabriziow@shasd.org](mailto:fabriziow@shasd.org) – 570-385-6706.*

We look forward to enrolling your child(ren) and we welcome you to the Schuylkill Haven Area School District.