

## Proof of Residency Requirements

Manheim Township School District requires Proof of Residency per the Pennsylvania Department of Education for enrollment into our district. Proper Proof of Residency must be provided for enrollment, as well as for a change of address within the district. The district reserves the right to deny enrollment to any family that cannot provide proof of residence within our district borders.

Required Documentation:

**Photo Identification** of Parent/Guardian is required for all registrations in addition to:

- If you **own** your residence you will need **ONE** of the following:
  - Prior or current month utility bill for Electric, Gas, Oil, Water/Sewer, TV/Internet, Land Line Phone or Trash (please note that we cannot accept a bill for a cell phone). Be sure to provide the detail portion of the billing indicating the “service to” address.
  - Settlement paperwork, signed within 60 days
  
- If you are **not the leaseholder** but are living with someone who rents the residence you will need **ALL** of the following:
  - Residency affidavit with the “Landlord Verification” section completed by the landlord.
  - Either a utility bill in the leaseholder’s name showing their name and service to the address (Be sure to provide the detail portion of the billing indicating the “service to” address.) or an addendum to the lease showing the student’s parent/guardian as a resident of the property.
  
- If you are **not the homeowner** but are living with someone who owns the residence you will need **ALL** of the following:
  - Residency affidavit with the “Homeowner’s Verification” portion completed by the homeowner.
  - Current utility bill showing the homeowner’s name and address. Be sure to provide the detail portion of the billing indicating the “service to” address
  
- If you **rent** your residence you will need **ONE** of the following:
  - Current utility bill. Be sure to provide the detail portion of the billing indicating the “service to” address. We cannot accept the mailing portion of the billing.
  - Lease signed within 60 days
  
- If the **student is not residing with a parent/guardian** you will need **ONE** of the following **in addition to** one of the above Proof of Residency documents:
  - Court documents or notarized document naming you as the legal guardian
  - Notarized PDE Guardianship Affidavit (This form is available from the registration office.)

If you have any questions about this policy, please contact our District Registrar at 717-569-8231.