



<page 1 of 3>

## 2020 - 2021 SY / 1302 Guardianship Affidavit

### PLEASE READ CAREFULLY BEFORE SIGNING & NOTARIZING

#### INSTRUCTIONS

- This affidavit must be completed by the guardian with whom the child/children will be residing within the Riverside School District.
- All questions must be answered for the affidavit to be considered completed.
- This affidavit **must be notarized** before being returned to the Riverside School District to be investigated. Once this process has been completed the registration office will notify the guardian as to whether the district will accept the change in guardianship. The district is not responsible to notarize the affidavit.
- 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.
- Every new school year a new 1302 affidavit must be completed and notarized for the child(ren) to remain in the Riverside School District. After the first-year, documentation must be provided demonstrating that the child(ren) are living with the guardian(s) un-supported. Failure to provide documentation will result in the child(ren) being removed from the district.

#### ***Examples of documentation include:***

- ☐ 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

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



<page 2 of 3>

**Riverside School District**  
**1302 Affidavit Guardianship Statement**

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

I, \_\_\_\_\_ (Guardian Name), attest that I am a resident of the Riverside School

District residing at \_\_\_\_\_ (Address)

**TWO PROOFS OF RESIDENCY ARE REQUIRED FROM THE LIST BELOW**

Proof of Residency attached:

- ☐ Utility bill
- ☐ Driver's License
- ☐ Paycheck stub with name and address
- ☐ Rental affidavit

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. What is your relationship with the child?

---

---

2. Why is the child not living with one or both of the parents (optional)?

---

---

3. Date the child began/will begin to reside full time in your home? \_\_\_\_\_

4. Do you intend to keep and support the child 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 support? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain:

---

---

6. Is there currently a support order for the child that has been entered by a court or other party? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, to whom are the payments made?

---

---

7. Who will claim the child as a dependent for state/federal income tax purposes?

---

---





<page 3 of 3>

**Riverside School District  
1302 Affidavit Guardianship Statement <continued>**

8. Will you assume all personal obligations related to school requirements for the child that may include making all education 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 \_\_\_\_\_

Proof supporting child gratis attached: (Must be provided after 1st year for child 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 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 Riverside 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.

**The base cost of the tuition is: \$13,144.16** (for high school) or **\$9,387.26** (for an elementary student).

Please note that more costs could be applied if the student received Special Services.

**For the Notary:** State of Pennsylvania, County of Lackawanna

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Proposed Guardian's Signature) \_\_\_\_\_

(Notary Public) \_\_\_\_\_