

NEW CASTLE AREA SCHOOL DISTRICT  
New Castle, Pennsylvania

**APPLICATION FOR FREE SCHOOL PRIVILEGES**

**Instructions** – *Read Carefully*

1. Under the terms of Section 1302 of the Public School Code, the New Castle Area School District shall provide school privileges for a non-resident child ONLY when a resident keeps in his home a child of school age, not his own; supports the child gratis (for nothing, without fee or recompense) as if the child were his own.
2. If any of the requirements outlined above ceases to exist, the District no longer has the duty to provide free school privileges for the non-resident child.
3. Before accepting a non-resident child as a pupil, the Board of School Directors requires that a sworn statement be executed and filed with the Secretary of the Board, and that as a pre-condition to the execution of the sworn statement, the information hereinafter requested be provided by the applicant and the parents of the child.
4. After reviewing the application and circumstances of transfer, if it is determined that this would be in the best interest of both the child and the New Castle Area School District, then the principal, with approval of the Superintendent, will accept this student on a probationary status.
5. After reviewing the application and the circumstances of transfer, if it is determined that it would not be in the best interest of both the student and the New Castle Area School District, then the principal, with approval of the Superintendent, will deny the request.
6. Once the request is denied, the resident has the option to appeal this denial to the New Castle Area School District's Board of Directors. The appeal must be in writing within ten (10) days of the date of denial. A hearing will thereafter be scheduled before the Board of Directors. The Board of Directors shall have the right of final determination on the application.
7. The information provided herein is not confidential and shall be available to any appropriate state and federal agency, including but not limited to the Internal Revenue Service.
8. The information requested is subject to investigation, and, should it be determined that the information provided is not true and correct either at this time or in the future, applicant, by execution hereof, shall be held liable to reimburse the New Castle Area School District for tuition due for those days of improper attendance in the New Castle Area School District, and in addition thereto, legal fees, court costs, administrative and investigative costs.

9. In order to be given consideration, applicant must:
  - A. Read attached copy of Section 1302 of the School Code,
  - B. Resident completes Part I and II of the questionnaires,
  - C. Parent or parents of child/children complete and sign Part III, and
  - D. Return completed questionnaires to school **with documentation**.
  
10. Any admission of the child or children by school authorities shall be tentative and subject to verification of information and execution of the affidavits.

## 24 P.S. 13-1302 – Residence and Right to Free School Privileges

A child shall be considered a resident of the school district in which his parents or the guardian of his person resides. Federal installments are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident pupils of the school district. When a resident of any school district keeps in his home a child gratis as if it were his own, such child shall be entitled to all free school privileges accorded to resident school children of the district including the right to attend the public high school maintained in such district or in other districts in the same manner as though such child were in fact a resident school child of the district, and shall be subject to all the requirements placed upon resident school children of the district. Before accepting such child as a pupil, the board of school directors of the district may require such resident to file with the secretary of the board a sworn statement that he is a resident of the district, that he is supporting the child gratis, that he will assume all personal obligations for the child relative to school requirements, and that he intends to so keep and support the child continuously and not merely through the school term.

22 Pa. Code 11.19

PART I – RESIDENT SWORN APPLICATION

**Instructions** – Please complete the following statement. If the potential student is living, or will be living in a household with two resident adults who will assume responsibility for the student, **both** residents must complete and sign this statement.

1. Your Name \_\_\_\_\_ Name of Spouse \_\_\_\_\_  
Social Security # \_\_\_\_\_ Spouse SS# \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Telephone Number \_\_\_\_\_ Work Number \_\_\_\_\_  
Cell Number \_\_\_\_\_
2. Child's Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
Name of School Last Attended \_\_\_\_\_  
School Address \_\_\_\_\_
3. Date child began/will begin to reside in your home \_\_\_\_\_
4. Give reason for your desire to keep child or children \_\_\_\_\_  
\_\_\_\_\_
5. Do you intend to keep and support the child continuously and not merely through the school term? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Social Security # \_\_\_\_\_ Social Security # \_\_\_\_\_
7. Will parent(s) contribute to the child's support? Yes \_\_\_\_\_ No \_\_\_\_\_
8. 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?  
\_\_\_\_\_
9. Who will claim this child as a dependent for state/federal income tax purposes?  
\_\_\_\_\_
10. Will you assume all personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent-teacher conferences, attending meetings/hearings concerning discipline, and fulfilling any special education requirements? Yes \_\_\_ No \_\_\_
11. Will you assume the responsibility for making all education decisions? Yes \_\_\_ No \_\_\_
12. Are you supporting the child or children gratis (without compensation) as if the child or children were you own? Yes \_\_\_\_\_ No \_\_\_\_\_

I/We certify that I/we have read the attached Section 1302 of the Pennsylvania School Code, that we are residents of the New Castle Area School District, that the facts stated herein above are true and correct. We understand we shall be held liable to reimburse the New Castle Area School District in the event the facts stated herein above are not correct or are not correct in the future; and in addition thereto, we shall be responsible for legal fees, court costs, investigative, and administrative costs.

I have attached the following document to verify residency:

- \_\_\_\_\_ Utility bill
- \_\_\_\_\_ PA Department of Transportation identification or driver's license
- \_\_\_\_\_ PA Department of Transportation vehicle registration
- \_\_\_\_\_ Copy of State/Federal program enrollment, or
- \_\_\_\_\_ Copy of paycheck stub with name and address of employee and employer

I have attached the following document to verify support of child gratis:

- \_\_\_\_\_ Copy of completed IRS form transferring tax exemption of child to resident,
- \_\_\_\_\_ Copy of Federal or State tax form which lists child as a dependent of resident,
- \_\_\_\_\_ Copy of completed county form transferring child support payment to resident,
- \_\_\_\_\_ Copy of completed State form notify Dept. of Welfare of child's new residence, or
- \_\_\_\_\_ Copy of insurance policy/card/statement listing child as eligible for services

Witness:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

Witness:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

Sworn and subscribed to before me this

\_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

PART II: VERIFICATION OF RESIDENT APPLICANTS

I (We) \_\_\_\_\_  
of \_\_\_\_\_ am (are) keeping in my (our)  
home \_\_\_\_\_ a child of \_\_\_\_\_ years of age  
who is not our own child, and we are supporting the child as if he (she) were my (our) own child.

I (We) expressly covenant and agree that I (we) will assume all personal obligations for  
this child relative to school requirements and that I (we) intend to keep and support this child  
continuously and not merely through the school term.

I (we) expressly covenant and agree that if any of the statements contained in this  
affidavit are found to be false in any manner, I (we) agree with the intent to be legally bound to  
pay the standard tuition to the New Castle Area School District that is permitted to be charged by  
the Statute of the Laws of Pennsylvania for a non-resident pupil attending the New Castle Area  
School District.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

PART III: VERIFICATION OF PARENT(S)

I (We) certify that I (we) have read the attached Section 1302 of the School Code and the information in Parts I and II submitted by the applicant, and I (we) find that the information contained is correct, and that I (we) give my (our) permission for \_\_\_\_\_  
\_\_\_\_\_ child/children, to be placed under responsibility of the above applicant as though said child (children) were his or her own, agreeing that he or she assumes all personal obligations for said child (children) relative to school requirements and with the understanding that it is his or her intention to support the child (children) continuously, and not merely through the school term.

And, I (we) do further certify that I (we) hereby relinquish parental responsibilities and filial obligations as well as financial obligations for said child (children), and that the arrangements for the child (children) are made of necessity and not for the convenience of the child (children) or me (us), the parents; and I (we) do further certify that the arrangements shall be continual and not merely through the school term.

Witness: \_\_\_\_\_  
\_\_\_\_\_ Signature of Father  
Date: \_\_\_\_\_

Witness: \_\_\_\_\_  
\_\_\_\_\_ Signature of Mother  
Date: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public