

It is understood that the responsibility for providing transportation rests with the parent or guardian during this interim period.

This form is not a school registration. It is only the initial request for consent for enrollment. After the Business Office verifies this form, you must complete registration at the appropriate school(s). Parent is responsible to notify school office of actual date of residency.

INSTRUCTIONS

1. Forms must be secured through the school office or the Business Office in person or by mail.
2. After top section is completed, parent secures Contractor/Realtor Verification. Parent takes or sends form to the Business Office, 800 Pine Street, Emmaus, PA 18049. Questions concerning the form should be directed to (610) 966-8301.
3. Preliminary registration may take place pending the certification of this form by the Business Office; however, no student may be enrolled until the form is certified.
4. Business Office reviews information and, if school does not already complete building assignment, determines school to be attended and certifies form. Form is sent to school where child is to be enrolled. In the case of multiple children, copies of the certified form will be sent to all buildings involved. One copy of the form is retained in the Business Office and the original is sent to the Superintendent.
5. School Office notifies parent and makes appointment for student registration if not already completed.
6. School Office completes registration and enrollment record and forwards to appropriate offices, as with resident students.
7. School Office notifies Business Office and Superintendent of actual date family moves into new home.

Non-resident students will not be enrolled as students in the East Penn School District except under one of the following conditions:

1. A senior class student who completed his/her tenth and eleventh grade years in schools comprising the East Penn School District conditioned upon the prior good school citizenship record of the student and transportation not being provided by the district.
2. Superintendent approves enrollment upon examination of appropriate documentation of intention to establish residency within twenty (20) school days conditioned upon the prior good school citizenship records of the student and transportation not being provided by the district. In unusual situations, the Superintendent may extend the timeline to establish residency but in no case beyond 80 school days without Board approval.
3. As required by law.

Board Policy 202, Non-Resident Students
February 23, 2004

Non-resident students described above shall be enrolled without tuition payments.

EAST PENN SCHOOL DISTRICT
800 PINE STREET
EMMAUS, PA 18049
Phone: 610-966-8300

INTERIM ENROLLMENT FORM

Instructions on Reverse side

To be Completed by Parent

Date: _____ Present Phone Number: _____

Name of Parent or Guardian: _____

Present Address: _____
Street Town State Zip Code

Present School District: _____

Present School District Address: _____
Street Town State Zip Code

Names of Children to be Enrolled in the East Penn School District	<u>Birth Date</u>	<u>M/F</u>	<u>Grade Level</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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CONTRACTOR/REALTOR VERIFICATION

Buyer's Name: _____

Address of Property Located
in the East Penn School District: _____
Street Town Zip Code

Expected Date of Occupancy: Month _____ Date _____ Year _____

Date: _____

Contractor/Realtor's Signature

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EAST PENN SCHOOL DISTRICT BUSINESS OFFICE CERTIFICATION

Address of Residence in East Penn: _____

Registration information has been completed pending verification of this form. ___ Yes ___ No

Business Office Certification: _____
(Signature) Date

