

# EAST PENN SCHOOL DISTRICT

800 Pine Street  
Emmaus, PA 18049  
610.966.8300

## INTERIM ENROLLMENT FORM

To be completed by PARENT:  
Instructions on reverse side

Date: \_\_\_\_\_ Present Phone Number: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip Code

Present School District: \_\_\_\_\_

Present School District Address: \_\_\_\_\_  
Street City State Zip Code

**\*\*As Per board policy 202 if the interim exceeds twenty (20) school days, approval is required via the Superintendent\*\***

Names of Children to be Enrolled in EPSD	Birthdate	Male/Female	Grade Level

### CONTRACTOR / REALTOR / LANDLORD VERIFICATION

Buyer's Name: \_\_\_\_\_

Address of Property located in the East Penn School District:  
Street City Zip Code

Expected Date of Occupancy: Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Official Student Start Date: \_\_\_\_\_ Total # of Days Interim Enrollment is Requested: \_\_\_\_\_

Contractor / Realtor / Landlord Signature

Date

### SUPERINTENDENT'S OFFICE APPROVAL

Address of Residence in East Penn: \_\_\_\_\_

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

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Superintendent's Office verifies this form, registration is completed at the Central Registration Office. Parent is responsible to notify school office of actual date of residency.

## INSTRUCTIONS

1. Forms must be secured through the school office or the District Website or the Administrative Offices in person or by mail.
2. After top section is completed, parent/guardian secures Contractor/Realtor/Landlord Verification. Questions concerning this form should be directed to the Superintendent's Office.
3. Parent takes this form to the Registration appointment that should have been set up with the Registrar. Registration may take place pending the approval of this form by the Superintendent's Office; however, no student may be enrolled until the form is approved.
4. One copy of the form is retained in the Central Registration Office and the original is sent to the Superintendent. The Superintendent reviews the information and if approved, notifies the Central Registrar to complete the registration process. The form is sent to the Central Registrar and the registration is completed. In the case of multiple children, copies of the approved form will be sent to all buildings involved.
5. Central Registration notifies parent and makes appointment for student registration if not already completed.
6. Central Registration completes registration and enrollment record and forwards to appropriate offices, as with resident students.
7. Central Registration notifies 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 eighty (80) school days without Board approval. This must be done via written request directly to the Superintendent.
3. As required by law.

Board Policy 202, Non-Resident Students  
June 13, 2016

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