



NORTHERN LEHIGH SCHOOL DISTRICT

1201 Shadow Oak Lane • Slatington, PA 18080

(P): (610)767-9837 • (F): (610)767-9853

(E): enrollment@nlsd.org



ENROLLMENT PROCESS for MULTIPLE HOUSEHOLD OCCUPANCY

***More than one family per household**

Welcome to Northern Lehigh School District. You are registering a student in a district that is a leader in curriculum, instruction, assessment, and staff development. Northern Lehigh is a suburban school district comprised of the Borough of Slatington and Washington Township in Lehigh County and the Borough of Walnutport in Northampton County.

In order to establish and verify your residence within the Northern Lehigh School District, a few documents need to be completed and approved. All procedures are in accordance with Sections 1301 and 1302 of the Pennsylvania School Code and Regulations 11.11 and 11.19 of the Pennsylvania State Board of Education. Sections 1301 and 1302 authorize Northern Lehigh School District to request proof of residence or guardianship **prior** to admission to our school programs.

Students entering Northern Lehigh School District under **multiple occupant** status must complete and return the following document:

- Certificate of Multiple Occupancy Form (page 2) – **Must be Notarized**
 - The homeowner/lessee must provide **TWO** current proofs of residency showing the address within Northern Lehigh School District.
 - The multiple occupant must provide **TWO** forms of identification showing the address within Northern Lehigh School District within 60 days of enroll.

Examples of these proofs are:

Homeowner/Lessee:

- Property Deed/Agreement of Sale **OR**
- Lease Agreement **AND one** of the following:
 - Current Utility Bill
 - Tax Bill/Receipt
 - Current Bank Statement
 - Vehicle Registration Card
 - Health Insurance Card/Statement
 - Letter from employer (if not self employed)

Multiple Occupant:

- Current Billing Statements
- Current Bank Statement
- Letter from employer (if not self employed)
- PO address change/mail forwarding order
- Vehicle Registration Application for change of address

**COPIES OF ALL PROOFS MUST ACCOMPANY THE NOTARIZED FORM PRIOR TO
ENROLLMENT IN NLSD**



Northern Lehigh School District CERTIFICATE OF MULTIPLE OCCUPANCY



This form is to be filled out by the Northern Lehigh Property Owner/Lessee

I certify that I am the legal owner or lessee of the property listed below, which is located in the Northern Lehigh School District. With this certificate, I am providing two current proofs of residence showing my Northern Lehigh School District address. I further swear that the parent(s)/ guardian and child(ren) listed below are living on a permanent full-time basis at that address. I assume responsibility for notifying Northern Lehigh School District should the described circumstances change. I am submitting this certificate and making the factual representations contained herein, for the purpose of enrolling the child into the Northern Lehigh School District. I understand that the School District is relying upon the facts stated in this certificate and the information I provide in support of this certificate. I understand that the facts as stated are subject to investigation at any time. Should it be determined that any statement made in this certificate is not true, either now or in the future, Northern Lehigh School District has the right to remove the student(s) from the Northern Lehigh Schools. Furthermore, I am aware that I shall then be liable to reimburse the School District at the tuition rate for the time the child(ren) were enrolled.

Name of Child(ren)

Signature of Property Owner/Lessee

Name of Parent(s) / Guardian (s)

Street Address of Northern Lehigh Property

Relationship of Property Owner to New Resident

Date

City State Zip

Telephone Number

Two proofs of residency must be provided with this certificate showing the Northern Lehigh School District address.

Northern Lehigh School District reserves the right to re-verify Multiple Occupancy.

NOTARY PUBLIC SIGNATURE

NOTARY SEAL

****BELOW THIS LINE - FOR NLS D OFFICE USE ONLY****

NLS D ID# _____ PA SECURE ID# _____ DATE _____