

**Berwick Area School District  
Administration Office  
500 Line Street  
Berwick, PA 18603**

**Instructions for  
1302 Affidavit Guardianship Statement**

- 1. Form must be completed by guardian and prove of residency must be attached.**
- 2. Natural parent(s) must sign form indicating they agree to allow their child to live with said guardian.**
- 3. All paperwork must be returned to the Registration Office at the Administrative Office to be investigated. Once this process has been completed the registration office will notify guardian as to whether the district will accept student to attend school in the district.**
- 4. Please note that because of compulsory attendance of school age children, that student must attend school in their present district until process has been completed and accepted.**

**Teresa Conrad  
Child Accounting Office**

**Berwick Area School District  
Affidavit for Adult Keeping Child(ren) Not His/Her Own**

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, \_\_\_\_\_, \_\_\_\_\_, attest that I am a resident of the Berwick Area School District residing at, \_\_\_\_\_.

(Guardian name) (Relationship) (Address) (Telephone)

- Proof of Residency attached:
- Utility bill
  - Driver's License
  - Paycheck stub with name and address
  - Rental affidavit

That \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(Student(s) Name) (Grade) (Birthdate)

Currently resides with me and is enrolled or is expected to be enrolled in the Berwick Area School District; that I will support the child gratis; that I will assume all personal obligations for the child relative to school requirements; and **that I intend to so keep and support the child continuously and not merely through the school term.**

1. Date child(ren) began/will begin to reside in your home \_\_\_\_\_
2. Do you intend to keep and support the child(ren) continuously and not merely through the school term? Yes \_\_\_\_ No \_\_\_\_
3. Will anyone contribute to the child's(ren's) support? Yes \_\_\_\_ No \_\_\_\_  
If yes, explain: \_\_\_\_\_
4. Is there currently a support order for the child(ren) that has been entered by a court or other party? Yes \_\_\_\_ No \_\_\_\_  
If yes, to whom are the payments made? \_\_\_\_\_
5. Who will claim this child(ren) as a dependent for state/federal income tax purposes? \_\_\_\_\_
6. Will you assume all personal obligations related to school requirements for this child(ren) 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(ren) gratis attached:
- 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

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.

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.

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

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

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

**Notarized Statement of Natural Parent(s)  
Allowing Child to Live With another Adult**

I, \_\_\_\_\_ and/or \_\_\_\_\_ legal parent(s)  
(Father) (Mother)

do hereby grant legal guardianship of my children,

(List Children's Name)

to \_\_\_\_\_, Therefore, in granting him/her legal guardianship, he/she is hereby granted to sign all  
(Guardian Name)  
documents relative to school requirements as if child was his/her own.

\_\_\_\_\_  
Signature of Natural Parent (Mother)

\_\_\_\_\_  
Signature of Natural Parent (Father)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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

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