

Change of Address

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PROPEL MONTOUR 2015-2016 Required Documentation

In order to complete a change of address with Propel Montour we are in need of the following documents.

-Change of Address Enrollment Form (1 per child)- Attached -2 Acceptable Proofs of Residency from the List Below

Propel Charter School Guideline for Residency Sworn Statement

Pursuant to Act 35 of 2001, school districts may, upon adoption by way of a school board policy, request copies of one of the items in each category below, in substantiation of the assertions made in the sworn statement of the resident. If the school district has elected to require substantiating information and advise the resident thereof, then the resident must submit the required documentation along with the statement before the district to accept the child as a student. Reasonable information to substantiate the statement shall include the following:

SIGNER IS A RESIDENT OF THE DISTRICT

- **Full** Utility bill (gas, water, electric –NO cable or phone), or
- Pennsylvania Department of Transportation identification or drivers license, or
- Pennsylvania Department of Transportation vehicle registration, or
- Copy of State/Federal program enrollment, or
- Copy of paycheck with name and address or employee and employer, or
- Residency affidavit

SIGNER IS SUPPORTING THE CHILD GRATIS

- Copy of completed IRS form transferring tax exemption of child to resident, or
- Copy of Federal or State tax for which lists child as a dependent of resident, or
- Copy of completed county form transferring child support payments to resident, or
- Copy of completed State form notifying Department of Welfare of child's new residence, or
- Copy of insurance policy/card/statement listing child as eligible for services, or
- Copy of lease/rental agreement identifying the child is a tenant, or
- Residency affidavit

SIGNER WILL ASSUME ALL PERSONAL OBLIGATIONS FOR THE CHILD RELATIVE TO SCHOOL REQUIREMENTS.

Sworn statement by resident shall be satisfactory evidence thereof.

SIGNER INTENDS TO SO KEEP AND SUPPORT THE CHILD CONTINUOUSLY AND NOT MERELY THROUGH THE SCHOOL TERM

Sworn statement by resident shall be satisfactory evidence thereof.

All forms must be completed in their entirety and returned to Ms. Perry at the main office. If you have any questions regarding this process please contact the main office. Thank you

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PROPEL MONTOUR 2015-2016

Transportation

In order to change the transportation for your child, the Change of Address Enrollment form and both proofs of residency need to be submitted in their entirety. We are unable to request transportation for your child from any district until the necessary documents are received and processed. Each district handles transportation differently and because of this, the timeframe for transportation to be assigned varies. Smaller districts usually take less time and larger districts could take up to 2 weeks from the date submitted to the district, not the date submitted to Propel Montour.

i.e. Pittsburgh Public District residents can expect the change to take 2 weeks.

Once Propel Montour receives the updated transportation, the main office will contact you with the information.

We ask that you do not assume that your child can ride a bus that transports Propel Montour students without completing the necessary paperwork and/or because there is stop near your new address. The district is liable for each student who is listed on the official roster for that specific bus and no other.

If you have any additional questions regarding transportation or you would like to check the status of your address change, please contact Ms. Perry.

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Charter School Student Change of Address Form

For School Year 2015-2016

NAME OF CHARTER SCHOOL: Propel ■ Montour

ADDRESS: 340 Bilmar Drive
Pittsburgh, PA 15205

Charter School Contact Person: LaShawn J. Fields, Enrollment Specialist

TELEPHONE: 412-325-7305 ext. 1020 Email Address: lfields@propelschools.org

I. Student Information:

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

CITY: _____ STATE: _____ ZIP CODE: _____

County: _____ Telephone: _____

Mailing Address (If Different From Home Address) _____

City: _____ State: _____ Zip Code: _____

Date Of Birth: _____ Age: _____ Race: _____ Gender: _____

II. School District of Residence and Former School Information

School District of Residence: _____

FORMER SCHOOL INFORMATION (OTHER THAN PRE-SCHOOL):

_____ Public School _____ Charter School _____ Home School _____ NONPUBLIC SCHOOL

_____ STUDENT NOT ENROLLED IN SCHOOL PRECEDING ENROLLMENT IN CHARTER SCHOOL BECAUSE:

_____ Entering Kindergarten _____ Re-Enrolling Dropout _____ OTHER _____

Name of Former School: _____

Address of Former School: _____

Previous Grade: _____ Withdrawal Date From Former School (Last Day): _____

WAS YOUR CHILD RECEIVING SPECIAL EDUCATION SERVICES BASED ON AN IEP? _____ Yes _____ No

IF YES, DO YOU HAVE THE CHILD'S SPECIAL EDUCATION RECORDS (IEP)? _____ Yes _____ No

III. Parent/Guardian Information:

Child Lives With: _____ Both Parents _____ Both Parents Alternately _____ Mother Only _____ Father Only
_____ Legal Guardian _____ Foster Parents _____ Other Adult _____
SPECIAL CUSTODIAL COURT INSTRUCTIONS:
(IF YES, PLEASE PROVIDE A COPY OF COURT ORDER.) _____ Y E S _____ N O

COMPLETE PARENT/GUARDIAN NAME AND ADDRESS INFORMATION AS APPLICABLE

Father's Name _____
Address: _____
CITY: _____ STATE: _____ ZIP CODE: _____
Home Telephone: _____ Work Telephone: _____

Mother's Name _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Telephone: _____ Work Telephone: _____

IF THE STUDENT IS NOT LIVING WITH PARENTS, PLEASE COMPLETE THIS SECTION.

_____ Guardian's Name Or _____ Foster Parent's Name Or _____ Other Adult Name
N A M E : _____
Address: _____
City: _____ State: _____ Zip Code: _____

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school.

Signature of Parent/Guardian: _____ **Date:** _____

IV. TO BE COMPLETED BY CHARTER SCHOOL:

Verification of Date of Birth: _____ Birth Certificate _____ Other _____
PROOF OF RESIDENCY _____ Mortgage Statement _____ Lease _____ Utility Bill _____ Other _____
Official Enrollment Date: _____ Anticipated Date of Attendance: _____
Grade Student Is Entering: _____
Signature of Charter School Representative: _____