

Act 47 – Residency Verification Process

Recent school code changes – specifically amendments to Section 1748-A. Enrollment and notification – require that the parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's continued residence to the cyber charter school and the student's school district of residence **by November 1 and March 1 of each school year.**

The notification form of a newly enrolled cyber charter student shall satisfy the first November 1 or March 1 notification deadline, whichever is sooner.

A student identified as homeless under 42 U.S.C. § 11302 (relating to general definition of homeless individual) may not be required to submit the home address information.

Starting on the first day of school (for the November 1 (fall) collection) and the first day back from winter break (for the March 1 (spring) collection), Reach Cyber Charter School will release a form within the student information system for parents to verify their home address and upload current proof of residency documents. Proof of residency must contain the parent or guardian's name and address on any of the following:

- An active residential lease agreement or a mortgage statement (no more than three months old);
- A bank statement (no more than three months old);
- A utility or internet bill (no more than three months old);
- A tax bill (no more than three months old);
- An insurance document (no more than three months old);
- A valid vehicle registration;
- A valid driver's license or Pennsylvania Department of Transportation identification card; or
- A piece of mail sent by the federal or state government such as benefits information, voter registration, or tax documents.

*Please note that newly enrolled students will NOT be required to re-submit documents for the collection window that immediately follows their enrollment. For example, a student who enrolls between the first day of school and November 1, will not need to submit for the fall collection. A student who enrolls between November 2 and March 1 will not need to submit for the spring collection.

At the close of each verification period, Reach Cyber Charter School will send all available Charter School Notification Forms to the districts of residence as soon as they are compiled.