

How to Enroll a Child Living with Someone Other than Their Parent

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If a child is living with you, and not with their parent, they have the right to attend school where you live if certain conditions are met. If the child is in foster care, she has the right to “immediate enrollment” in school without submitting any enrollment documents.¹

HOW DO I ENROLL A CHILD IF I HAVE LEGAL CUSTODY?

- 1) Consult your school district or charter school website for information regarding “registration” or “enrollment”
- 2) Go to the school or central registration office in the school district where you live.
- 3) Bring with you:
 - a. Documents that show that you live in the school district (“residency documents”)
 - b. The court order or other document (e.g., Will) which gives you custody
 - c. Documents that show the child’s age (this does not need to be a birth certificate)
 - d. Documents that show the child has been immunized. If you do not have a record of the child’s shots, tell the school district to call the former school or a doctor who has the child’s records.
- 4) Fill out a “sworn statement” (“Parent Registration” or “Act 26” form) about the child’s discipline history, which the school district will give to you. Even though the school may ask for the child’s entire discipline history, it’s OK if you do not know it. Ultimately, you only need to say whether the child is currently expelled for possessing a weapon.
- 5) Ask the school secretary to request the child’s education records from their former school. The child’s former school must send the records to the new school within ten business days.

HOW DO I ENROLL A CHILD IF I DO NOT HAVE LEGAL CUSTODY?

You are not required to have legal custody to enroll a child who is living with you in school.² In addition to the steps above, you will need to give the school district a completed copy of the “1302 Form,” attached at the end of this fact sheet. You must sign this document in front of a notary, which the school district can help you do. Remember, this is a sworn statement, so you must fill out the form truthfully. For the student to enroll in the district where you live, the form must state that:

- 1) The child lives with you all year, including weekends and summer,

¹ See *Every Student Succeeds Act*, 20 U.S.C. § 1703(f).

² 24 P.S. § 13-1302(a)(2)

- 2) You will make sure that the child attends school and will be responsible for other school requirements, AND
- 3) You are supporting the child as if they were your child, without receiving payments from the child's parents. You can receive SSI, TANF, pre-adoptive or adoptive support, support from parents in the military, health insurance, or child support payments and still be supporting the child on your own.

The district can ask you for proof that the statements on the form are true, though they should be flexible and consider what information you are able to give them.

You can prove you are a resident by providing one or more of these documents where you are listed at an address in the school district:

- 1) Utility bill
- 2) Lease
- 3) Driver's license
- 4) Car registration
- 5) Tax bill
- 6) Credit card bill
- 7) Form that shows you are enrolled in a government program

You can prove you support the child as your own with:

- 1) Receipts for food, clothes, or medical bills for the child
- 2) Papers that show you took the child as a dependent on your taxes
- 3) Papers that show that the child is covered by your health insurance

AFTER I COMPLETE THESE STEPS, HOW SOON MUST THE DISTRICT ENROLL THE CHILD?

The law says that the child should be enrolled the next day and must be enrolled **within five business days** of the school receiving all enrollment documents.³ If the child has not been notified that they can start attending school within five business days, call the district's registration office and ask them why the child has not been enrolled.

If the school district does not allow the child to start after five business days, file a complaint with the Pennsylvania Department of Education. See ELC's fact sheet on the [Enrollment Complaint Process](#). You can also call the Department at: 717-787-4860 or 717-783-6746.

WHAT ELSE DO I NEED TO KNOW BEFORE THE CHILD STARTS SCHOOL?

We recommend talking to an administrator or counselor at the new school about:

- **The credits required for graduation and credit transfer from the child's previous school.** Make sure the school will give the child credit for all the courses they have already taken.
- **The child's special education needs.** If the child has a disability, make sure the school has a copy of the IEP. The school must follow the old IEP until you agree on a new IEP with the new school. Request an IEP Team meeting with the new school as soon as possible. The school cannot delay the child's start of school because they are waiting to receive the IEP.

³ 22 Pa. Code § 11.11(b)

- Ask about options for tutoring, vocational classes, and extracurricular activities, even if the child is starting school midway through the school year. These activities are important to connect a child to a new school.

OTHER QUESTIONS ABOUT ENROLLING A STUDENT WHO IS LIVING WITH YOU

CAN A SCHOOL DISTRICT ASK YOU ABOUT WHY THE CHILD IS LIVING WITH YOU?

No! You do not have to answer questions about the child's family situation, why the child is living with you, or why the child is not living with their parents.

DO YOU NEED LEGAL CUSTODY FROM A COURT TO ENROLL THE CHILD IN SCHOOL?

No. If you have a custody order, the school district must admit the child to school. If you do not have a custody order, you can still enroll the child using the 1302 Form and the child has the same legal right to attend school. If you use a 1302 Form, the school cannot require you to show that you have a custody order.

CAN MY SCHOOL REQUIRE AN AFFIDAVIT FROM A BIOLOGICAL PARENT OR THAT THE CHILD'S PARENT ENROLL THE CHILD IN SCHOOL?

No. These are not requirements under the law.⁴

CAN THE SCHOOL DISTRICT ASK YOU TO PROVE WHERE YOU LIVE?

Yes, but the school district should let you prove where you live in a way that is easiest for you. The Pennsylvania Department of Education instructs districts to accept any of the following that show you live at an address within the school district: gas, electric, or phone bills; lease for an apartment in the school district; government papers; car registration; or a paper signed by you in front of a notary that says where you and the child lives ("Affidavit").⁵

CAN THE SCHOOL DISTRICT ASK YOU TO PROVE THE CHILD'S AGE?

Yes, but they can only require that you bring in **one** of the following: birth certificate, passport, baptism certificate, paper from a parent or relative signed in front of a notary, or records from an old school. Any of these will work – the school cannot require a copy of the birth certificate.

CAN THE SCHOOL DISTRICT DENY ENROLLMENT BECAUSE THE CHILD WAS DISCIPLINED BY THE FORMER SCHOOL?

No. The new school district cannot "honor" the previous school district's discipline and deny or delay a child's enrollment based on information in the discipline records. The one exception is if

⁴ 24 P.S. 13-1302.

⁵ See Basic Education Circular on *Enrollment of Students* at <https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>

the child is currently expelled for possessing a weapon – then the new school district must still enroll the student but can place the child in an alternative program.

WHAT CAN'T THE SCHOOL DISTRICT ASK YOU TO PROVIDE?

A school district can never ask for your or the child's Social Security number or card, immigration papers or status, doctor's or dentist's records (including mental health evaluations), or photo ID.⁶

IF A CHILD HAS A GRADUATION EQUIVALENCY DIPLOMA (GED), CAN THE CHILD STILL ENROLL IN SCHOOL AND WORK TOWARDS A HIGH SCHOOL DIPLOMA?

Yes. A child has the right to go to school in Pennsylvania until the end of the school term when they turn 21 or until they graduate with a regular high school diploma (whichever comes first), even if they already have a GED.⁷ This is true for all students, not only students with disabilities.

The Education Law Center-PA (ELC) is a nonprofit, legal advocacy organization with offices in Philadelphia and Pittsburgh, dedicated to ensuring that all children in Pennsylvania have access to a quality public education. Through legal representation, impact litigation, trainings, and policy advocacy, ELC advances the rights of underserved children, including children living in poverty, children of color, children in the foster care and juvenile justice systems, children with disabilities, English learners, LGBTQ students, and children experiencing homelessness.

ELC's publications provide a general statement of the law. However, each situation is different. If questions remain about how the law applies to a particular situation, contact ELC's Helpline for information and advice – visit www.elc-pa.org/contact or call 215-238-6970 (Philadelphia) or 412-258-2120 (Pittsburgh) – or contact another attorney of your choice.

⁶ *Id.* See *Plyler v. Doe*, 457 U.S. 202 (1982)(schools may not inquire about a child's immigration status).

⁷ 22 Pa. Code § 11.12.

SWORN STATEMENT BY RESIDENT UNDER § 13-1302
TO BE COMPLETED BY RESIDENT ONLY

Instructions: Please complete the following statement. If the potential student is living, or will be living, in a household with more than one resident adult who will assume responsibility for the student, all such adult residents must complete and sign this statement.

This is a legal document. You may ask to see a copy of 24 P.S. § 13-1302 prior to signing this document and consult with an attorney if you have any questions or do not understand any portion of this document.

1. Your Name: _____

Home Address: _____

Home Phone: _____ Cell or Work Phone: _____

2. Child's Full Name: _____

Child's Birth Date: _____ Grade: _____

Name & Address of Last School Attended:

Date child began / will begin to reside in your home: _____

3. I live in the _____ School District and the child lives with me. Yes ____ No ____

4. Are you supporting this child without personal compensation or gain? Yes ____ No ____

5. Will you assume all personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent-teacher conferences, or attending meetings/hearings concerning discipline? Yes ____ No ____

6. Do you intend to keep and support the child continuously and not merely through the school term? Yes ____ No ____

Through my notarized signature, I/We understand that the School District, pursuant to the guidelines issued by the Department of Education and their own written polity, may require other reasonable information to be submitted to confirm this sworn statement.

Signed by resident(s) and notarized

_____ Per 24 P.S. § 13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such a violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with § 2561 during the period of enrollment.