



Book	Board of Trustees Policy
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**Agora Cyber Charter School  
1018 W 8th Ave  
King of Prussia, PA 19406  
Board of Trustees Policy**

**CHANGE OF RESIDENCY POLICY**

The Board of Trustees ("Board") requires that students enrolled at the Agora Cyber Charter School ("Charter School") meet all proof of residence requirements in accordance with the Pennsylvania Department of Education mandates. Residency is defined by law as the place where parent and child maintain a physical presence; that is, the place where they stay during the days and nights.

The Pennsylvania Department of Education requires that cyber charter schools maintain current Charter School Student Enrollment Notification Forms and proofs of residency for all students.

School families are **required** to report a change of address to the Address Change Department within thirty (30) days of the student's move to a new residence. This includes all change of address documentation to support the move (i.e. a new School Student Change of Address Notification form and proof of residency).

Acceptable documentation evidencing proof of residency includes one of the following:

- **Valid state-issued Driver's License OR Department of Transportation identification card;** Must be accompanied by the signed, yellow Update Card to show that it was issued and month of the reported move.
- **A current utility bill;** This may include gas, water, electricity, sewage, cable, internet, landline phone, trash, or propane utility bill. The utility bill must be from current month, provided in its entirety, and show a service

address and service charges matching residency of the Legal Guardian with whom the child resides.

- **A Deed for the Property;** in its entirety in which Legal Guardian is Grantee. The deed must show property identified with complete address and all applicable signatures present. The date of possession must be anytime in the month of the reported move or an explanation on why the move-in was delayed.
- **A Current Mortgage Statement;** in its entirety, indicating a Legal Guardian as Loan Holder. The statement must show property identified with complete address and transaction activity of current month.
- **A Signed Residential Lease Agreement;** with all applicable pages, where a Legal Guardian is financially responsible as the tenant, and rental unit is identified by complete address, and terms of the lease (start and end dates). The agreement must contain both the landlord and tenant signatures. The date of possession must be anytime in the month of the reported move or an explanation on why the move-in was delayed.
- **We do not accept the following documents:**
  - Cell phone bills
  - A document still in its envelope
  - Any form of insurance statements or correspondence
  - Financial statements
  - State benefits correspondence
  - Any and all documents that indicate “temporary”
  - USPS address change confirmations
  - Utility bills that indicate shut off notices or “final” bill
  - Any acceptable document to prove residency that is incomplete, invalid, outdated, or illegible

Once the Change of Address Notification Form is completed and submitted, along with the corresponding proofs of residency, the Address Change Department shall notify the parent or guardian of the address change completion.

Students logging in from locations outside their residence will prompt administration to inquire whether there has been a change of residency. If it is determined that there has been a change of residency, the parent/legal guardian will have thirty (30) days to present proof of residency and/or complete the change of address process.

**Failure to complete the change of address** process within thirty (30) days of the student’s move to a new residence may result in the removal of the student from the Charter School’s rolls for failure to provide required enrollment documentation, subject to and limited by the McKinney-Vento Homeless Assistance Act and the Individuals with Disabilities Education Act as well as other applicable laws.

The CEO or designee is directed to develop procedures that may be necessary to implement this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.