

INSTRUCTIONS FOR FORM COMPLETION

**PDE-4605A – DETERMINATION OF DISTRICT OF RESIDENCE
FOR JUVENILES INCARCERATED IN ADULT FACILITIES**

In Accordance With Section 1306.2 of School Code

I. **EDUCATING LOCAL EDUCATION AGENCY (LEA) INSTRUCTIONS**

- A. Complete the PDE-4605A using the type-in .PDF form found on the web site at www.education.pa.gov. Click on Teachers & Administrators, then Child Accounting, then Forms for Juveniles Incarcerated in Adult Facilities. The PDE-4605A should be completed and sent (certified mail, return receipt requested) to the alleged school district of residence as soon as possible after enrollment of the nonresident student in the adult facility. Upon completion and return from alleged school district of residence, retain this form in school district files for review by auditors.

NOTE: When the nonresident student leaves the educating LEA, the educating LEA should inform the school district of residence of the withdrawal date.

- B. Complete heading information: School Year, Name and Address of Alleged School District of Residence, Name and Address of Educating LEA, Contact Person, Telephone Number, Name of Reporting LEA if Different from the Educating LEA, and Name and Address of Facility in which students were placed.

C. **COLUMN INSTRUCTIONS**

1. **Student Name:** List the name of each nonresident student placed in a facility who is being educated in accordance with Section 1306.2 of the "Pennsylvania Public School Code of 1949."
2. **Birth Date and Grade:** Report birth date and grade in which the student was educated.
3. **Date Education Was First Provided:** Report the date that education was first provided to the student by the educating LEA.
4. **Name, Alleged Address and Telephone Number of Custodial Parent or Guardian:** Report the name, alleged address and telephone number of the custodial parent or guardian.

NOTE: For this purpose, "custodial parent or guardian" does not include foster parents.

II. **ALLEGED SCHOOL DISTRICT OF RESIDENCE INSTRUCTIONS**

- A. Upon receipt of this form, the alleged school district of residence should complete and return the form to the educating LEA within 15 days.

NOTE: The school district of residence should remove the student from the active rolls as of the date that education was first provided to the student by the educating LEA.

B. **COLUMN INSTRUCTIONS**

1. **Acknowledged or Disclaimed:** If the custodial parent or guardian is a resident of the school district, indicate "Acknowledged." If the custodial parent or guardian is not a resident of the school district, indicate "Disclaimed."

NOTE: If the custodial parent or guardian was a resident of the school district at any time during the year, then that portion of the school year must be acknowledged.

2. **Reason Disclaimed - Possible Address:** Give the reason for disclaiming (for example, address is not in school district, custodial parent or guardian has moved, student graduated, student over age 21 at start of school year). If the address is not in the school district, list the correct school district if it is known. If the custodial parent or guardian has moved, list the forwarding address if it is known.

NOTE: If a student is disclaimed with the reason that parental rights were permanently terminated, a copy of the court order terminating the parental rights must accompany the PDE-4605A.

NOTE: A student may not be disclaimed for the following reasons: student dropped out of school, student was expelled, student was arrested, student had attended nonpublic school, student was not enrolled, student was in a home education program, or student received a Commonwealth secondary school diploma (received for earning a passing score on the high school level tests of General Educational Development (GED)).

III. **FURTHER INSTRUCTIONS FOR EDUCATING LEA**

- A. If a response to the PDE-4605A is not received within 15 days, a second PDE-4605A should be mailed. If a response to the second PDE-4605A is not received within 15 days, assume acknowledgement.
- B. If the alleged school district of residence acknowledges residency or if acknowledgement was assumed, report membership data on the PDE-375

“Listing of Juveniles Incarcerated in Adult Facilities and Participating in an Education Program” indicating the acknowledging school district of residence.

- C. If the alleged school district of residence disclaims a student, but provides a possible address or other information about the possible school district of residence of the child, continue to attempt to identify the school district of residence until no further “leads” are available.
- D. In the event that a school district of residence cannot be determined, report membership data on the PDE-375 indicating student is a “1306 ward of the state.”
- E. If the custodial parent or guardian moved out-of-state, report membership data on the PDE-375 indicating student is “out-of-state.”