

INSTRUCTIONS FOR FORM COMPLETION

PDE-4605 “DETERMINATION OF DISTRICT OF RESIDENCE FOR STUDENTS IN FACILITIES OR INSTITUTIONS IN ACCORDANCE WITH SECTION 1306 OF SCHOOL CODE”

I. EDUCATING LOCAL EDUCATION AGENCY (LEA) INSTRUCTIONS

- A. Complete the PDE-4605, found at www.education.pa.gov. Click on Teachers & Administrators, Child Accounting, Forms and Instructions, and Forms for Filing with PDE. Send the completed PDE-4605 (via certified mail, return receipt requested) to the alleged school district of residence as soon as possible after enrollment of the nonresident student in a facility or institution. Upon completion and return from alleged school district of residence, retain this form along with documentation from the placing agency in LEA files for possible 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 or Institution in which students were placed.

C. COLUMN INSTRUCTIONS

- 1. Student Name:** List the name of each nonresident student placed in a facility or institution who is being educated in accordance with Section 1306 of the “Pennsylvania Public School Code of 1949.”
- 2. Birth Date and Grade:** Show the birth date and grade in which the student was educated.
- 3. Date Education Was First Provided:** Show the date that education was first provided to the student by the educating LEA, not when the student was registered.
- 4. Name, Alleged Address and Telephone Number of Custodial Parent or Guardian:** Record the name, alleged address and telephone number of the custodial parent or guardian. This information should be obtained from the placing agency at the time the student is enrolled.

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

NOTE: If the institution is unwilling to provide this information because of confidentiality concerns, a letter from the institution will be acceptable for audit purposes. The letter should indicate that the name, address, and school district of the custodial parent cannot be provided because of confidentiality concerns and that the child's custodial parent does not reside in the school district where the facility is located.

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

5. **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 school year, then that portion of the school year must be acknowledged.

6. **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-4605.

NOTE: A student may not be disclaimed for the following reasons: student dropped out of school, student was expelled, 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-4605 is not received within 15 days, a second PDE-4605 should be mailed. If a response to the second PDE-4605 is not received within 15 days, assume acknowledgement.
- B. If the alleged school district of residence acknowledges residency or if acknowledgement was assumed, upload membership/attendance data in the "Student Calendar Fact" file in the Pennsylvania Information Management System (PIMS) data warehouse based on this information.
- 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, upload membership/attendance data in the "Student Calendar Fact" file in PIMS data warehouse based on the supporting documentation.
- E. If the custodial parent or guardian moved out-of-state, the educating LEA should refer to Basic Education Circular 24 P.S. §13-1308 "Determination of Residence of Children Living in Pennsylvania Institutions."

IV. REFERENCE

- The PDE-4605 form and instructions were developed pursuant to Section 1308 of the "Pennsylvania Public School Code of 1949."
- An explanation of the Student and Student Calendar Fact fields, Residence Status Codes, District Code of Residence, and Funding District Code, for "1306, Institutionalized Non-Resident" students can be found in the PIMS User Manual, volume 2, Appendix N.
- Refer to Basic Education Circular 42 U.S.C. §11431 "Education of Homeless Youth" for additional guidance on educating homeless children.
- Refer to Basic Education Circular 24 P.S. §13-1306 "Nonresident Students in Institutions" for additional information regarding the responsibilities of the host and resident school district.
- Refer to Basic Education Circular 24 P.S. §13-1301 - §13-1306 "Enrollment of Students" for enrollment procedures.