

# **LAUREL HIGHLANDS SCHOOL DISTRICT**

## **PROCEDURES FOR IN LOCO PARENTIS APPROVAL**

**Building Principals are to submit to the District Home School Compliance Representative, the Names, Addresses, Phone Numbers, and completed application of requests for In Loco Parentis. All other questionable situations dealing with residency are also to be submitted to the Home Visit Compliance Representative for review.**

**Forms A and B must be submitted. Copies are attached.**

**Please be informed that In Loco Parentis allows the individual the student is residing with to make any and all educational and/or emergency decision regarding the student in question while in school. Photo identification will be required. In addition, said In Loco Parentis parties are responsible by law for student's attendance (possible fines for truancy), and costs associated with lost school supplies, such as books, athletic uniforms and equipment.**

**Per In Loco Parentis regulations, all applicants of In Loco Parentis must be listed and claimed on the receiving parties tax return and are entitled to receive any and all Federal and State subsidy benefits due the student. Please be prepared to present tax returns as proof of compliance.**

**Failure to comply with In Loco Parentis regulations will be considered fraud under the penalty of the law, resulting in back tuition payments to the District.**

**Student names that are cleared and approved as meeting the requirements, as signed by the district Home Visit Compliance Representative, for the In Loco Parentis Policy, will then be submitted to the Office of the Superintendent for Board approval and a copy is also sent to the Building Principal. This will serve as temporary approval until the next Board Meeting.**

**After the Board Meeting, the approval or denial of the In Loco Parentis Request will be sent to the District Home Visit Compliance Representative and the Building Principal.**

**Any student participating in Athletic Programs must follow all rules and regulations of the WPIAL. All In Loco Parentis potential athletes must also be approved as meeting WPIAL rules by the Athletic Director.**

**Once a year, a certified letter will be mailed to the Parent of Record as listed on the original In Loco Parentis Policy to ensure compliance.**

**If there is evidence that false information has been provided or that all rules are not being followed, the Parent of Record is subject to additional review and possible prosecution.**

LAUREL HIGHLANDS SCHOOL DISTRICT  
IN LOCO PARENTIS APPLICATION

STUDENT NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_ AGE \_\_\_\_ BIRTHDATE \_\_\_\_\_

GUARDIAN NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

GUARDIAN ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)  
\_\_\_\_\_ (C)

PARENT NAME \_\_\_\_\_  
PARENT ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)  
\_\_\_\_\_ (C)

REASON(S) FOR IN LOCO PARENTIS: \_\_\_\_\_

DOES THIS STUDENT PARTICIPATE IN ANY INTER-SCHOLASTIC ATHLETIC ACTIVITIES? \_\_\_\_ YES \_\_\_\_ NO  
IF YES, PLEASE LIST SPORT(S) \_\_\_\_\_

**PROCEDURES TO BE FOLLOWED**

- Home School Visitor must be involved and will make a home visit before the student is admitted to school.
- Also, a Sworn Statement (Section 1302 PSC) must be filled out in the school office before the student is admitted to school.
- Other possible requirements:
  - a. Taken off welfare role for parent(s)
  - b. Put on housing lease for person taking custody
  - c. Have parent(s) sign affidavit
- Admission is temporary until Board approval. (Building Principal is responsible for getting student's name on Agenda)

Date of Home School Visit \_\_\_\_\_

Date Submitted to Home School Visitor \_\_\_\_\_

Signature of Parent of Record  
(to be signed at time of visit)

Principal Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied

Signature of Home School Visitor

Date Board Approved \_\_\_\_\_

Date Sent to Principal \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date Sent to Superintendent \_\_\_\_\_

Date Sent to Athletic Director  
(if necessary) \_\_\_\_\_

# TO THE SECRETARY OF THE LAUREL HIGHLANDS SCHOOL DISTRICT:

Reference: Section 1302 – School Law of Pennsylvania

I/We hereby swear or affirm that I/We are residents of the Laurel Highlands School District,  
residing at \_\_\_\_\_, and that I/We support

\_\_\_\_\_ gratis, and that I/We \_\_\_\_\_  
(Name of student)

assume all personal obligations for this child, relative to school requirements, and that I/We

intend to so keep and support this child continuously and not merely through the school term.

\_\_\_\_\_  
Signature of Guardian

Taken, Sworn and Subscribed  
Before me, this \_\_\_\_ date of  
\_\_\_\_\_, A.D. \_\_\_\_\_

(SEAL) \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTE:** The foregoing statement shall be administered by any person duly authorized by law to administer oaths. Notice is hereby given that this sworn statement is subject to the penalties of perjury as a felony: To wit, a fine not exceeding three thousand (\$3,000.00) dollars or imprisonment by separate or solitary confinement at labor not exceeding seven (7) years, or both, and disqualifications forever from being a witness in any manner of controversy.