



## *Interboro School District*

900 Washington Avenue  
Prospect Park PA

Maintained by the Boroughs of Glenolden, Norwood, Prospect Park and Tinicum Township

*Office of the Superintendent*

Phone: 610-461-6700

Fax: 610-957-6500

**JUNE, 2020**

### **IMPORTANT INFORMATION**

#### **RE: LEASE VERIFICATION FOR THE 2020-2021 SCHOOL YEAR**

Dear Parents/Guardians,

The Interboro Board of School Directors have implemented the Residency Verification Process procedure for the 2020-2021 school year. **This procedure will require parents/guardians to re-register their child through a Residency Verification Process.**

To ensure your child's enrollment for September 2020, you will be required to show proof of residency within the boundaries of the Interboro School District.

**The window of this Residency Verification Process will run from June 29, 2020 to August 13, 2020 either by email or by appointment due to Covid-19. No one is permitted into the Administration Building without an appointment. By registering within this timeframe, you are guaranteeing your child to start on September 8, 2020.**

**Should you not complete this re-registration process on time, there is no guarantee that your child will begin school on September 8, 2020.** Enclosed with this letter is the lease verification form that you are to complete entirely, as we verify all leases.

If you have any questions or need additional assistance, please do not hesitate to contact Patti O'Shea, Registration Coordinator at 610-461-6700 Ext. 1279.

Sincerely,

Bernadette C. Reiley  
Superintendent of Schools

**For the latest information follow us on Twitter: @Interboro\_SD**

**Website: [www.interborosd.org](http://www.interborosd.org)**



## ***Interboro School District***

900 Washington Avenue  
Prospect Park PA

Maintained by the Boroughs of Glenolden, Norwood, Prospect Park and Tinicum Township

### **Lease Holders Residency Verification (2020-21)**

#### **Administration Building**

900 Washington Ave, Prospect Park, PA 19076

**June 29, 2020 –August 13, 2020**

#### **There are 3 ways to complete this process:**

- You may scan the necessary documents to [michelle.messatzzia@interborosd.org](mailto:michelle.messatzzia@interborosd.org) today! Remember to list in the email the names, grades and buildings so that we register all your students. Please call Michelle or Dawn at 610-461-6700 ext. 1133 with any questions regarding lease verifications.
- You may drop off all the required documents in the drop box out front the Administration Building.
- We will be setting up appointments for this process to be completed due to **Covid-19**, for families who cannot complete the process by email or drop box. You may set up the appointment at this link <https://calendly.com/michelle-messatzzia/lease-holders> .

#### **Lease Holders Residency Verification Checklist**

- Proof of Residency (Lease/Lease Verification Form and current lease. If your lease is not current, you may provide the renewal letter or a letter or email from your Landlord stating you are still residing at their property.)
- Picture ID with matching address (update card / internet receipt is acceptable)
- 1 Current Utility Bill (Gas, Electric, Water, or Cable/Satellite)
- 1 additional piece of mail

#### **Information You Need to Know**

- This procedure is to register all your students at the Interboro School District.
- If you do not complete this procedure during the above date window, your students will not be guaranteed to start school on the first day of school and not be added to a class list.
- Due to **Covid-19**, all meetings will be held at the Administration Building this summer
- **NO ONE WILL BE PERMITTED INTO THE ADMINISTRATION BUILDING WITHOUT AN APPOINTMENT. YOU MUST CALL WITH QUESTIONS, REQUEST FORMS OR SET UP AN APPOINTMENT.**

**Please help the Interboro School District keep your students safe, educated, and prepared.**