



## Enrollment Documents

In accordance with State, and District guidelines, the following documents must be presented at the time of enrollment.

### **Lack of proper documentation can delay the enrollment process.**

- Birth Certificate, Baptismal Certificate, or Passport.
- Proof of Residency—the following are acceptable
  - Tax bill showing land improvements
  - Lease agreement
  - Letter from the landlord stating complete address and township AND copy of landlord's tax bill**Utility bills, driver license, etc are NOT ACCEPTABLE**
- Immunization Records from physician
  - See attached for listing of required immunizations
- School Records
  - Last Report Card or Transcript
  - Grades to date at time of withdrawal from previous school
  - Name, complete address, and phone number of previous school
- Special Education Records (if applicable)
  - IEP (Individual Education Program)
  - ER (Evaluation Report)
  - Notice of Recommended Educational Placement
  - Psychological/Psychiatric Reports

Questions, please call Mrs. Ann Monaghan, Central Registrar at (570) 226-4557 ext. 3036