

# **EASTERN YORK SCHOOL DISTRICT**

## **ENROLLMENT PROCEDURE**

Please fill out the Registration Packet before coming to the Administration Office to complete your new student registration. Please be sure you have the following information **before scheduling an appointment to finalize the registration process.**

The following documentation is required at the time of registration for all students. Parent must obtain all documentation prior to appointment.

1. Immunization record. Please contact your physician's office to obtain a copy of your child's immunization record. No student will be permitted to start school without this documentation. (If faxed directly from doctor's office make sure it is in attention of Kimberly Nickle, Pupil Services Specialist, at 717-478-6000.)
2. Birth Certificate or copy.
3. For safety and accountability reasons, parent/legal guardian identification will be requested. Acceptable documentation includes:
  - Current Driver's License/ID Card
  - Valid Federal, State or Municipal employment photo identification.
  - Passport
4. Proof of Residency – Parent will need two (2) forms of proof of residency, one of which must be associated with the property, which include the name and address of the resident.
  - Acceptable proof of residency documents include: current driver's license or DOT identification card, deed, lease, home purchase agreement, current homeowner's or renter's insurance policy, current utility bill (gas, electric water or cable), property tax receipt, etc.
5. For new enrollments:
  - When applicable a student's IEP, 504 Plan, ESL Documents, etc.
  - For grades 6 through 8, a copy of the current report card and/or withdrawal grades.
  - For grades 9 through 12 a copy of the current report card and/or withdrawal grades and a record of previous course credits or student's transcript is needed before a schedule can be developed.
  - Under Act 26, Section 1304-A of the PA Public School Code, districts are required upon registration to obtain a "Sworn Statement" from the student's parent or guardian stating whether the student was ever previously expelled or suspended from any public or private school in any state for offenses involving weapons, drugs, alcohol, or violence. Also, please be aware that Act 30 of Special Session #1 of the 1995 General Assembly of PA requires disclosure of probational history to school districts.
  - In the case of some students with special needs, for example, medical/physical, emotional/behavioral, or academic/learning, the district may need to have official records received and reviewed or further evaluations completed in order to develop an appropriate educational program.
6. For non-resident students being placed by child care agencies, the agency enrolling students must provide a placement letter indicating the name of the student; the agency's name, address and contact person; name and address of persons with whom the student will reside; name, address, and school district of natural parents; documentation of legal guardianship; and notification of any special education services.

Upon signing the registration form, a request for official records will be sent to previous schools. Official school records may not be hand-carried between schools and will not be accepted if presented at registration.

### **Registration Appointment Hours:**

During school year: Monday through Friday 9:00 A.M. – 2:00 P.M.  
Summer months: Monday through Thursday 7:30 A.M. – 3:00 P.M.  
(Additional appointment hours may be available by special request.)

### **Kimberly Nickle, Pupil Services Specialist**

Email Address: [knickle@easternyork.net](mailto:knickle@easternyork.net)  
Telephone: 717-252-1555 Ext. 33231

### **Administration Office Location**

Eastern York School District  
120 S. 3<sup>rd</sup> St.  
Wrightsville, PA 17368