



# East Pennsboro Area School District

Our Vision: *World Class Performers and Productive Citizens*

Web Site: [www.epasd.org](http://www.epasd.org)

**Dr. Jay Burkhart**  
Superintendent of Schools

March 2017

Dear Kindergarten Families,

Welcome to East Pennsboro Area School District. Your child is about to take a big step. Entering school is an important event in a child's life. Our kindergarten classes provide active learning environments and rich experiences designed to promote intellectual, social, and emotional growth. What's more, they are warm and inviting places where learning is really enjoyable.

A child is eligible for admission to Kindergarten in East Pennsboro Area School District for the 2017-2018 school year if they have attained the age of five years before the first day of September 2017. Please be aware that only the natural parent or court appointed guardian may enroll a student and must be present to complete the enrollment process. The elementary school which your child will be enrolled is based on the home address. If you are unsure which school your child will attend, it will be indicated in the email that you receive with your scheduled appointment. ***Please review the outline on the next page carefully to guide you through our enrollment process.*** If you have questions regarding the enrollment process, please contact Katrina Rullo in the Student Accounting Office at 717-732-3601, extension 332 prior to your appointment.

Again, welcome to EPASD!

Sincerely,

Gregory Milbrand  
Assistant Superintendent

## Step 1: Complete Online Pre-Registration

- Visit [www.epasd.org](http://www.epasd.org) beginning **March 16, 2017**. For best results, use the web browser Google Chrome or Mozilla Firefox
  - If you have used the Sapphire online system (which was initiated in the 2015-2016 school year) to **ENROLL** a new student to East Pennsboro Area School District, you may proceed to the Sapphire Registration Login. Here, you will need to enter your email and password that was used when you created your account to enroll student(s) using the Sapphire online system.

*Please note that the login to access student information in the Community Web Portal (CWP) for students after they have been enrolled is **not** the same login to register a new student. The CWP account requires a **username, password and PIN**.*

- If you have **NEVER ENROLLED** a new student to East Pennsboro Area School District using the Sapphire online system (initiated in the 2015-2016 school year), you will need to “Create a New Account” in order to access the pre-registration forms. Please click the link below to get started.

*Please retain your account information to register any new students in the future.*

- If you require further detailed instructions, please access the Parent Registration Reference Guide [Parent Registration Reference Guide](https://paepa-sapphire.k12system.com/CommunityWebPortal/Registration/login.cfm)  
<https://paepa-sapphire.k12system.com/CommunityWebPortal/Registration/login.cfm>
- Once you have created your registration login, choose “**Create**” below the “**2017-2018 Registration Form**” to pre-register a child for Kindergarten.

## Step 2: Receive Your Registration Appointment

Each parent/guardian will be sent an appointment date and time to the email account that was used to create the registration login account through the Sapphire Software. The location of the appointment will be specified in the email. This may be a different location from where the child will be attending school.

## Step 3: Attend Your Registration Appointment With Your Child

***You will need to bring several items to your registration appointment.*** These items are listed below. If you do not have all of the documentation listed below, the enrollment cannot be completed and you will be asked to reschedule your appointment.

- Child’s Original State Issued Birth Certificate
- Parent’s/Guardian’s Photo Identification: A current, government issued identification card including a photograph or signature and a serial or identification number is required.

- Proof of Residency: Acceptable means of proving residency are listed below.

***Deed***

***Lease*** (signed by the landlord and tenant)

***Renters’ or Homeowners’ insurance policy***  
(declarations page)

***Mortgage statement*** (within three months)

***Sewer/trash or utility bill*** showing a service address (within three months)

***Check stub*** from wages, public assistance or social security (within three months)

***Payment or liability of payment of recent municipal and school district taxes***

Any of these documents must be current and include the homeowner’s / lessee’s name and address. If the natural parent or guardian who is present at the enrollment appointment is not named on the proof of

residency provided, the parent / guardian and the homeowner / lessee will need to complete additional notarized forms to complete the enrollment. Please contact the Student Accounting Office for further information prior to your appointment.

- Record of Immunizations: A current document including the child's name, date of birth, and immunization administration dates is required to register.

***Additional Items to bring to your registration appointment as applicable:***

- Physical and dental forms: Physical and dental exams are required for kindergarten. These exams must be dated in the year that the child will start school (2017). Printable forms are available on the district website and will also be available at kindergarten registration. Please print these forms and provide to your child's physician and dentist for completion. If your child has not yet had his/her scheduled physical or dental exam(s) completed in 2017, please provide the required form(s) to the school nurse upon completion.
- Court Order for Custody: Please provide a copy of a current court order for custody if applicable.

***Your child is required to attend this appointment.*** While you are meeting with the district's registration personnel, your child will have the opportunity to take a kindergarten readiness assessment. EPASD utilizes the Bracken School Readiness Assessment, Third Edition (BSRA-3). It includes five subtests to assess basic concepts related to school readiness, such as:

- Colors
- Letters
- Numbers/Counting
- Size/Comparison
- Shapes

The assessment portion of the appointment takes approximately 10 to 15 minutes to administer and will help provide the teachers and staff with baseline data on your child.