

Documentation Needed to Register

The documents listed below are needed to enroll with East Pennsboro Area School District for Grades K-12. Please upload the following when completing the online registration. Please note, until these materials are received, the District cannot finalize a registration or enroll a student in the District.

Proof of child's age: Child's State Issued Birth Certificate. If the Child's birth certificate is not available, we can accept: Baptismal Certificate & Sworn Statement, US entrance & Sworn Statement, Bible Record, Insurance Policy, School Record & Sworn Statement, Physician Record & Sworn statement. One of these documents must be accompanied by a notarized sworn statement. (the sworn statement can be downloaded from our website at www.epaasd.org, Parents/ Guardians, Student Accounting and Registration/Registration Resource).

□ **Proof of Residency (*only one item on the list below is needed*):**

- Deed
- Lease (**signed by the landlord and tenant** – MUST BE SIGNED WITHIN THE LAST THREE MONTHS)
- Renters' or Homeowners' insurance policy (declarations page)
- Mortgage statement (within three months)
- Sewer/trash or utility bill (*except Verizon*) 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

Parents or guardians who reside with a friend or relative in the East Pennsboro Area School District must have the resident accompany them to the appointment with a copy of their proof of residency and valid ID to complete **Multiple Occupancy** paperwork. Multiple Occupancy paperwork can be obtained on our District website www.epasd.org, Parents/Guardians, Student Accounting and Registration, Registration Resources.

Government Issued Photo Identification: This is used to verify the person's identity completing the registration. Pennsylvania State ID card issued by PennDOT with your current address if your address has changed is acceptable or a current, government issued identification card including a photograph or signature and a serial or identification number is required.

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

IEP/Special Education documentation: If your child has an IEP or any special education requirements, please upload with your registration.

Court Order for Custody: Please provide a copy of a current court order for custody if applicable.