

New Student Registration Process Checklist

Name _____

Date _____

THE FOLLOWING IS NEEDED TO REGISTER:

Proof of Residency Documentation

- ☐ Own – Utility bills, mortgage (3)
- ☐ Rent – Lease Agreement, utility bills (3)
- ☐ Custody Agreement – RSD Forms, notarized paperwork (3 pages) approved by administration
- ☐ Homeless – Living Agreement – notarized form
- ☐ PA Address Confidentiality Program (ACP)

Proof of Grade Level

- ☐ Withdrawal grades and attendance
- ☐ Complete transcript with current grade level recommendation
- ☐ Immunization Record
- ☐ IEP, GIEP, NORA, 504, etc.
- ☐ PSSA / Keystone / Local Assessment Scores

Administrative Review

- ☐ Act 26 – suspension due to discipline referral, weapons, drug, alcohol, fighting - documentation.
- ☐ Expulsion or released from previous school – documentation

FORMS AND ITEMS TO REVIEW FOR REGISTRATION (For High School Use Only)

	√ when Completed
Act 26 / Weapons / Safety Policy	
Athletic Eligibility	
Band Camp Letter	
Bully Prevention Program	
BYOD Form (Bring Your Own Device)	
Cafeteria Procedures	
Code of Student Conduct	
Custody Forms	
Emergency Card / Doctor Permission form	
Free / Reduced Lunch form	
Good Citizen Pledge	
Grade Sheet	
Handbook Review and Sign-off Sheet (last page)	
Health History / Immunization Record	
Initial Registration form with Home Language Survey	
Laptop Agreement Form	
Netbook Information Sheet	
Opt Out Agreement	
Original Entry Form / Census form	
PA Address Confidentiality Program (ACP)	
PA Secure ID #	
Parental Registration Statement	
Parent Portal/Alert Now Checklist	
PE Uniforms	
7/8 PSSA/Keystone State Assessment/Local Assessment	
Public Awareness of Special Education Notice	
Request for Release of Information	
Residency Verification	
Computer / Technology Policy / Internet	
Physical Form for Athletics	
Riverview Reporter and Bus Schedule	
Schedule	
School Calendar	
School Clubs and Activities list (in handbook)	
Senior Transition Project Requirements	
Student Data	