



Mt. Lebanon School District

7 Horsman Drive ~ Pittsburgh ~ Pennsylvania ~ 15228

To Provide the Best Education Possible for Each and Every Student

Protocol for Enrollment

- Enrollment packet is available to parents/guardians on the District website at <https://www.mtlsd.org/family/kindergarten>
 - Enrollment packet consists of:
 - Welcome Letter/Required Items for Enrollment
 - Enrollment Form
 - Act 26 Affidavit for Parents
 - Home Language Survey
 - AIU English as a Second Language Student Background Questionnaire
 - New Student Health Packet consists of
 - Welcome Letter
 - Health History
 - Certificate of Immunization Requirements Card
 - Authorization for Medication
 - Private Dentist Report
 - Physical Examination of School Age Student

(Questions regarding health packet information should be directed to the nurse at each building)

 - Confidential Information Release Form
 - Network and Internet Acceptable Use Agreement
 - Volunteering in MTLSD School Guide
 - Free and Reduced Price School Meals Family Application (if applicable) can be found on the District website at <https://www.mtlsd.org/district/food-service>
 - Child accounting clerk will forward the Free and Reduced Price School Meals Family Application and envelopes to all buildings at the beginning of each school year OR families can go to the District website.
 - Parents/Guardians can mail the form in the envelope provided or return the form in the envelope provided to the District Finance office.
- **Parent/Guardian calls to schedule enrollment appointment.** Parent/Guardian returns completed packet to principal or principal designee at a scheduled date/time to review and verify the following:
 - All forms completed in entirety
 - Birth certificate verified and copied
 - Driver's license or photo ID verified and copied
 - Proof of residency verified and copied
 - Copies of special education documents, if applicable
 - Court order, if applicable
- Building principal or designee initials and signs enrollment form in appropriate sections and schedules student's first day of attendance
- Appropriate forms are immediately routed to specific school personnel, including health office, special education teacher, gifted support coordinator, etc.

Revised 1/2020