

## Online Registration Quick Checklist

### Contact Information

- Household information – address and phone numbers
- Parent information – work and cell phone numbers, email addresses, and date of birth
- Student information – demographic and health/medical information
- Emergency contact information – work and cell phone numbers, email addresses, and date of birth

### Residency Verification – Required to Complete Registration

- Homeowners – provide a copy of one item from List A **and** one item from List B
- Renters – provide a copy of one item from List A **and** one item from List B
- Multiple Occupants – provide 2 items from List B (please note that the homeowner must make an appointment to sign the Multiple Occupancy Acknowledgement Form. In addition, the homeowner must provide one item from List A and one item from List B).

**List A**   Deed   Mortgage   Dauphin County Real Estate Tax   STSD Real Estate Tax   Lease/Rental Agreement  
Agreement of Sale   Contract

**List B**   PA License   PA ID Card   PA Auto Registration   Utility Bill   Bank Statement/Credit Card Bill  
Check Stub

### Proof of Age Documentation – Required to Complete Registration

- Original Birth Certificate
- Other official documents that may be accepted include:
  - Notarized copy of birth certificate
  - Baptismal certificate
  - Notarized copy of the baptismal certificate
  - Valid passport
  - Prior school record indicating date of birth
  - Notarized statement from parents or another relative indicating the date of birth

### Guardianship Documentation (if applicable) – Required to Complete Registration

- Custody agreement
- Guardianship Affidavit (must be signed and notarized at the District Office)

### Health Documentation

- Immunization records indicating the following immunizations have been given:
  - 4 doses of tetanus, diphtheria, and acellular pertussis
  - 4 doses of polio
  - 2 doses of MMR
  - 3 doses of Hepatitis B
  - 2 doses of varicella (chicken pox or evidence of immunity)

Physical Exam

Dental Exam

(The Physical and Dental Exam forms are available on our website. Visit [www.hannasd.org](http://www.hannasd.org) and click on “FOR PARENTS” to download the form).