



New Student Registration Checklist

www.whsd.net ➡ click “Quick Links” ➡ click “student registration”

The following documents are required to complete your registration.

Registration is done at the building your child will be attending (by appointment only) or by submitting all documents via email to registration@whsd.net. You must bring all five required supporting documents to your registration appointment or include them in the email. Incomplete registrations will not be accepted by school personnel. You are still required to provide all documents if you are re-enrolling your child in the district after attending in another district, charter or non-public school.

- Child’s birth certificate, passport or baptismal certificate. If you have misplaced your child’s birth certificate, you may apply for a new one (for a fee) online at mycertificates.health.pa.gov
- Parent or guardian’s photo ID with current WHSD address. If you need to change the address on your ID (free of charge), go to www.penndot.gov.
- Child’s immunization records (blood lead level testing is required if you child is entering kindergarten).
- Your current lease or deed. If you own your home, those records are available online at the Allegheny County real estate portal. If you live with someone or the lease or deed of the home you live in is not in your name, an affidavit of residency must be completed. Those forms are available on our website.
- A recent utility bill or piece of mail of an official nature to verify your address. If you receive bills only by email, please provide a screen shot or print out that includes pertinent information.

Additional Documents, If Applicable:

- Affidavit of Residency
- Affidavit of Guardianship
- Foster Agency Placement Letter
- Applicable Court Orders
- McKinney Vento (homeless) Form
- Students with Disabilities and Special Dietary Needs form
- Pre-K Counts registration form and proof of income
- Student Background Questionnaire if another language is spoken in the home