

**MERCER AREA MIDDLE- HIGH SCHOOL  
GUIDANCE OFFICE**

545 WEST BUTLER STREET, MERCER, PENNSYLVANIA 16137  
Phone: 724-662-2272, x20 • Fax: 724-662-2993

Dear Parents/Guardians:

Welcome to Mercer Middle-High School!

We are pleased to have you as partners in this educational year. Following, you will find guidelines for registering your student(s) at Mercer Middle-High School (grades 7-12.)

At the time of registration, you should be prepared to present the following documents:

- Guardianship packet (obtain in guidance office – filled out and approved if student is living with someone other than natural parents)
- Copy of your student’s proof of age (usually birth certificate)
- Copy of your student’s immunization record (must meet PA immunization requirements)
- **Two** current proofs of residency (lease, mortgage, current utility bill, current pay stub, current driver’s license – must have parent/guardian’s name and address on each item)
- Current transcript, report card, & schedule (if available)
- Custody papers (if applicable)
- Special Education Records (IEP/ER/GER – if applicable)

Please contact me at the number below if you have any questions.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child become a lifelong learner.

Sincerely,

Jennifer Wamboldt  
Guidance Secretary  
724-662-2272, x20  
[jwamboldt@mercer.k12.pa.us](mailto:jwamboldt@mercer.k12.pa.us)