CHELTENHAM SCHOOL DISTRICT
PARENT/GUARDIAN CHECKLIST FOR REGISTRATION

Please use this checklist as a guide to ensure you have all of the required documents for your registration appointment.

☐ **Three (3) Proofs of Residency**
- ➢ **Homeowners**: Deed (full), Real Estate Tax Bill (current year) or Settlement Papers (no more than 40 days after settlement)
- ➢ **Renter**: Current, full, signed lease agreement (with landlord contact information)
- ➢ Current Utility Bill (Electric, Cell Phone, Telephone or Water)
- ➢ Driver's License and Vehicle Registration

☐ **Required Student Documents**
- ➢ Student must be 5 years of age on or before September 1st of the current year.
- ➢ Child's Birth Certificate, Passport, or Baptismal Certificate
- ➢ Guardianship or Custody Documents from Court
- ➢ Immunizations up to date for school age
- ➢ Report Card/Transcript
- ➢ Physical and Vision Screening within last 12 Months
- ➢ Dental Examination
- ➢ Individualized Education Plan (IEP) or 504 Service Agreement if applicable

☐ **Immunization Records Children IN ALL GRADES need the following:**

- ➢ 4 doses of tetanus*   (1 dose on or after the 4th birthday)
- ➢ 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- ➢ 4 doses of polio   (1 dose on or after the 4th birthday)
- ➢ 2 doses of measles**
- ➢ 2 doses of mumps**
- ➢ 2 doses of rubella (German measles) **
- ➢ 3 doses of hepatitis B
- ➢ 2 doses of varicella (chicken pox) vaccine or history of disease
- ➢ A Tuberculosis (TB) test **with negative reading** is required of any new enrollee from foreign countries, homeless, TB endemic area and any situation deemed high risk.
    * Usually given as DTP or DTaP or DT or Td
       **Usually given as MMR

☐ **Children ENTERING 7th grade need the following:**
- ➢ 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
  (if 5 years has elapsed since last tetanus immunization)

    - o 1 dose of meningococcal conjugate vaccine (MCV)
      If first dose is given between ages 11-15; second dose is required at age 16 OR entry to 12th grade

REGISTRATION IS CONSIDERED INCOMPLETE AND THE CHILD WILL NOT BE CONSIDERED REGISTERED IF ANY OF THE INFORMATION ABOVE IS MISSING

REVISED 3/8/21