



# CAMP HILL SCHOOL DISTRICT

Office of Central Registration  
District Administration Building  
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Camp Hill, PA 17011

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## New Student Registration Checklist:

*\*All documentation must be current. We cannot accept expired documents.*

- Proof of child's age: Child's original birth certificate, notarized copy of birth certificate or a valid passport
- Child's most current immunization records
- Government issued Photo Identification (ID) for the child's parents/legal guardians\*
- Parent Authorization to Receive Records (email attachment)
- Parent Statement Form (email attachment)
- Proof of residency: Documents must be in the name of the parent/legal guardian and reflect the Camp Hill Borough address at which you are residing. **You must satisfy all requirements within one of the following boxes:**

### **Option 1:**

PA photo driver's license or non-driver photo ID with current address

\*if your ID does not reflect your new address, we require that you provide the address update card provided by Penn DOT. This can be completed online.

**AND**

One of the following:

- Current utility bill
- Current credit card bill
- Current property tax bill
- Current vehicle registration

### **Option 2:**

Government issued photo ID (without CH address)

**AND**  
All pages of a rental or lease agreement signed by the property owner or designee

**AND**

One of the following:

- Current utility bill
- Current credit card bill
- Current property tax bill
- Current vehicle registration

### **Option 3:**

Government issued photo ID (without CH address)

**AND**  
A copy of all pages of a home mortgage or sales agreement listing home location and date of occupancy

**AND**

One of the following:

- Current utility bill
- Current credit card bill
- Current property tax bill
- Current vehicle registration

- Other Documentation (CHSD will request official records after registration)
  - Special Education documentation, if applicable (IEP, NOREP, ER, RR)
  - Other educational plans, if applicable (GIEP, 504 agreement)
  - Custody/court orders, if applicable
  - Most recent report cards and/or transcripts

*The District has the right to revoke enrollment if all documentation is not received within 15 days of registration.*

*\*Submit proof of legal guardianship and/or court papers. A student living with someone other than a parent will be registered in accordance with guidelines set by PA Public School Code section 24 P.S. 13-1302. Exceptions apply to homeless youth according to the McKinney-Vento Act.*