
Online
Kindergarten
Registration
Guide

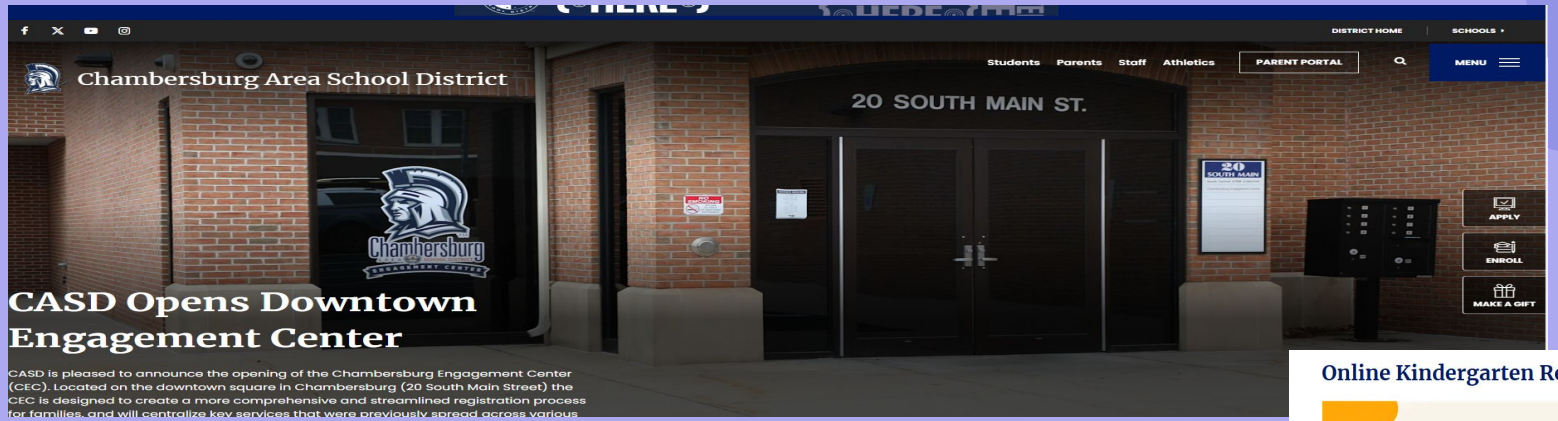
Online Registration Overview

- The first step in registering your child for Kindergarten is completing the online registration.
- You will create an account for the Registration Sapphire Portal. This is different from the Community Sapphire Portal.
- Once you confirm this account, you will complete the 13-page online registration form.
- After submitting the online form, you will email the CASD Registrar.
    - *Note: You will get an automated email when you submit the registration, but you still need to email registration@casdonline.org.*
- The Registrar will review your online registration and reply to you regarding its status (approved or further information needed for approval).

Accessing Online Registration

Accessing Online Registration

- Go to casdonline.org.
- Click on Enroll.



- Once on the Student Registration page, click on Kindergarten Registration.
- Click on the live link to online registration.

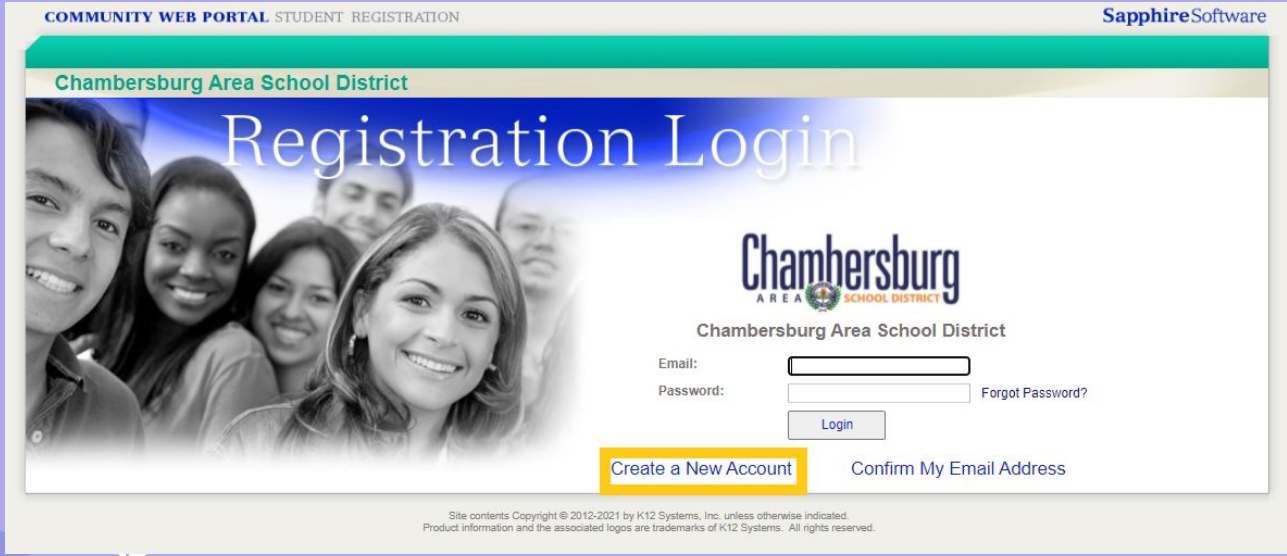
Online Kindergarten Registration Link



Creating Sapphire Registration Account

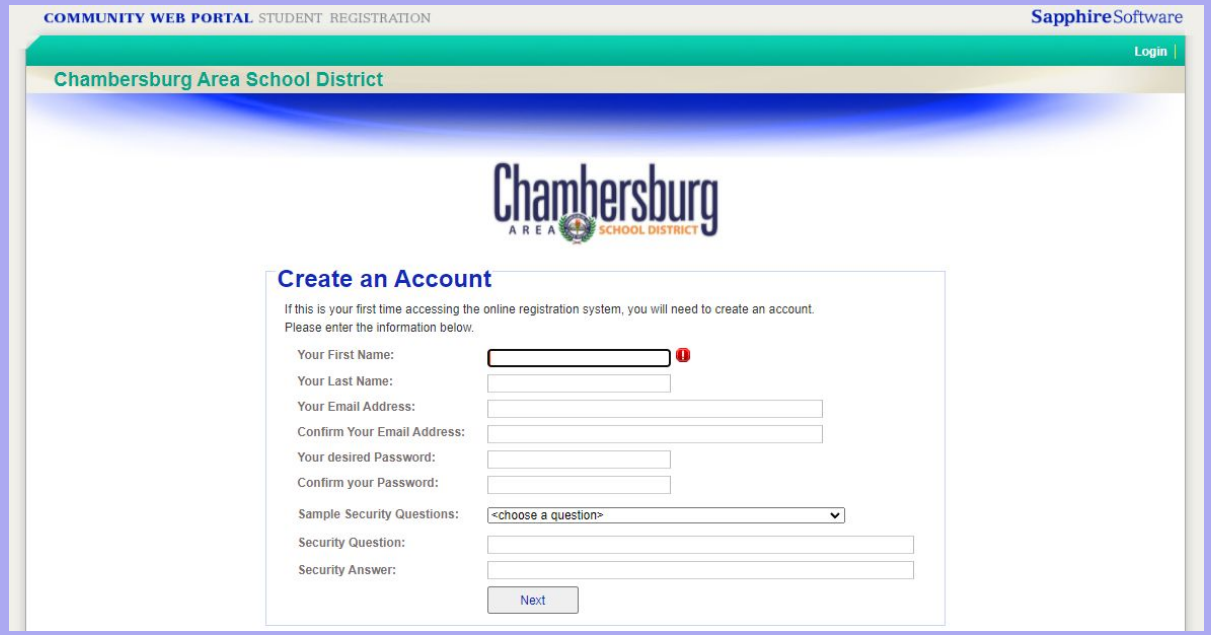
Creating Sapphire Registration Account

- If you have previously created a Sapphire Registration account, you may use the same Sapphire Registration account and proceed to the next step.
- If you have not previously created a Sapphire Registration account, click on Create a New Account.



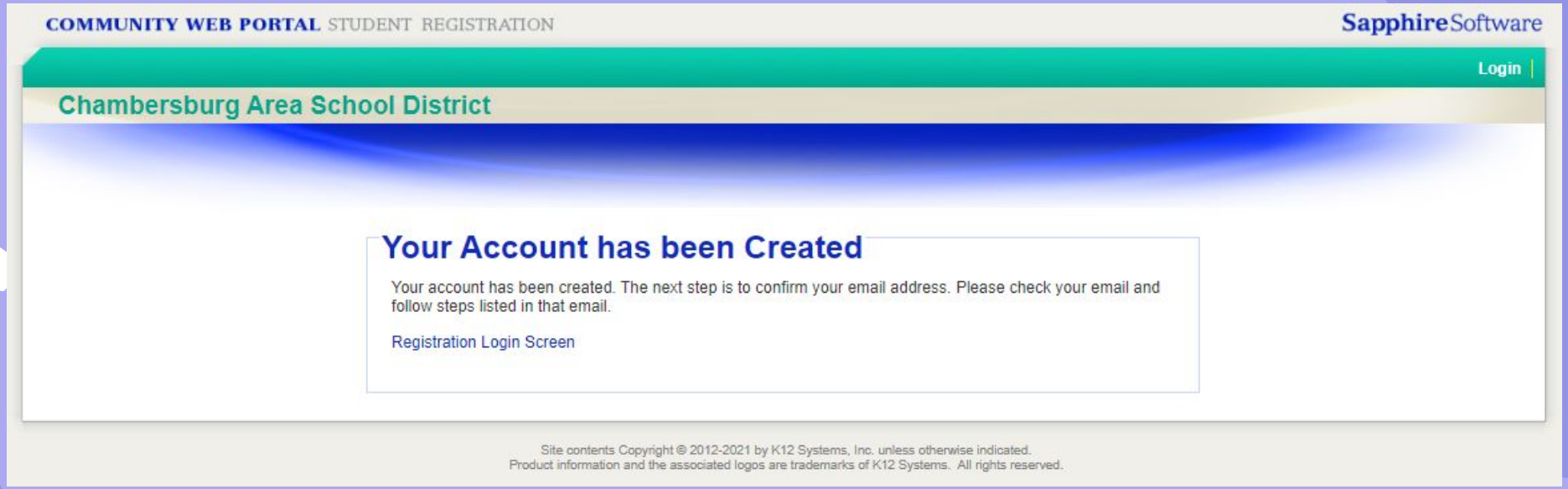
Creating Sapphire Registration Account

- Complete the fields on the Create an Account page, and click Next.



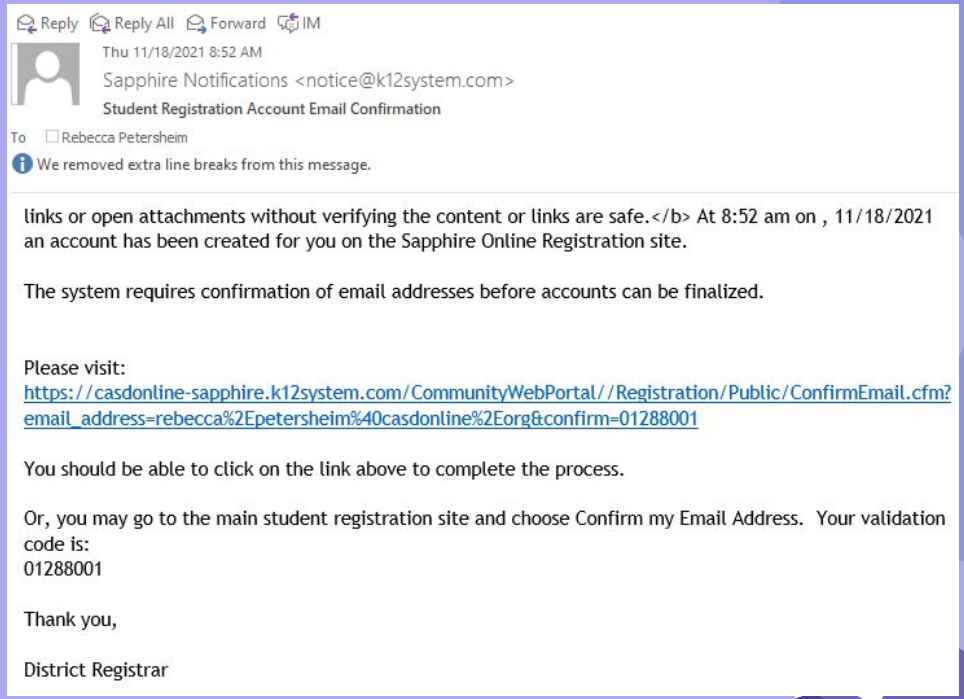
Creating Sapphire Registration Account

- You should then see this screen.



Creating Sapphire Registration Account

- Check your email inbox. You should find a email similar to the one to the right:
- Confirm your email address by:
  - Clicking the live link in the email, OR
  - Typing in the validation code included in the email on the Student Registration Sapphire Site.



Reply Reply All Forward IM

Thu 11/18/2021 8:52 AM

Sapphire Notifications <notice@k12system.com>

Student Registration Account Email Confirmation

To Rebecca Petersheim

We removed extra line breaks from this message.

links or open attachments without verifying the content or links are safe. At 8:52 am on , 11/18/2021 an account has been created for you on the Sapphire Online Registration site.

The system requires confirmation of email addresses before accounts can be finalized.

Please visit:
https://casdonline-sapphire.k12system.com/CommunityWebPortal//Registration/Public/ConfirmEmail.cfm?email_address=rebecca%2Epetersheim%40casdonline%2Eorg&confirm=01288001

You should be able to click on the link above to complete the process.

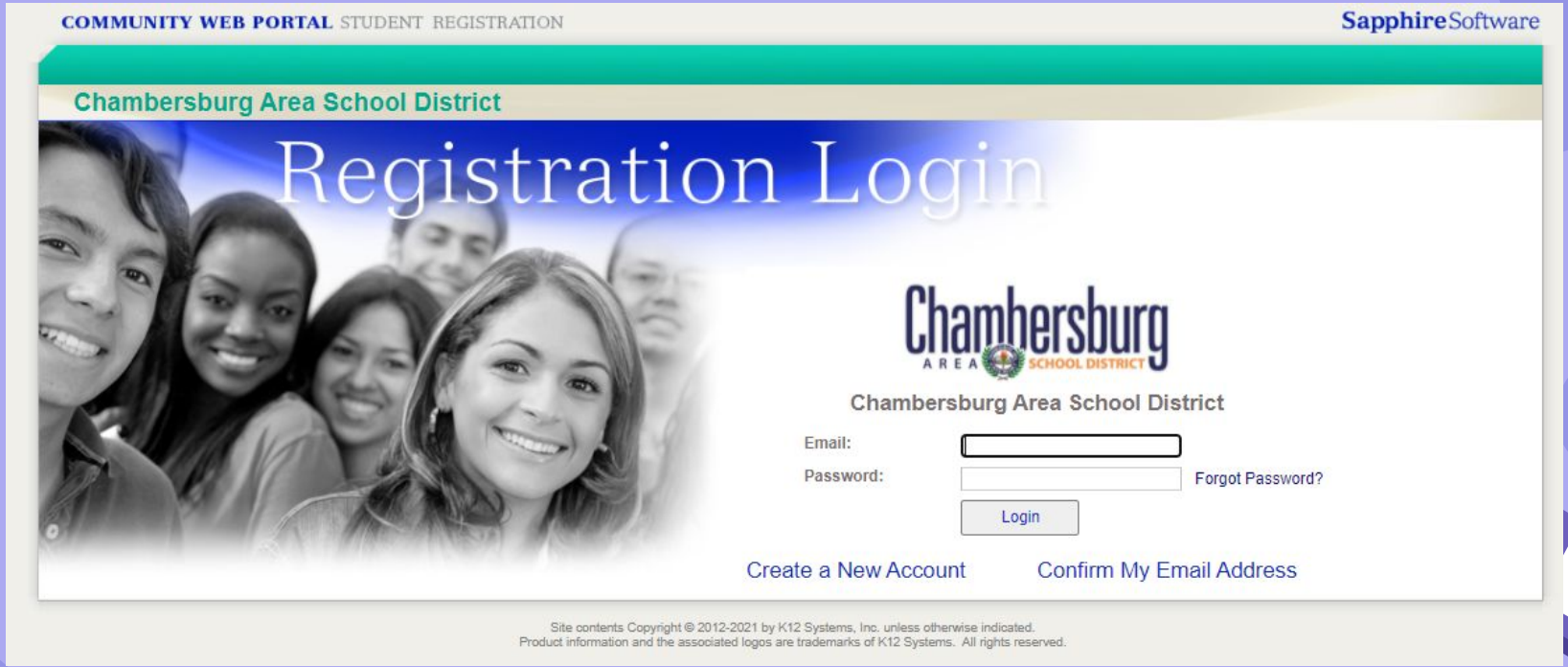
Or, you may go to the main student registration site and choose Confirm my Email Address. Your validation code is:
01288001

Thank you,

District Registrar

Creating Sapphire Registration Account

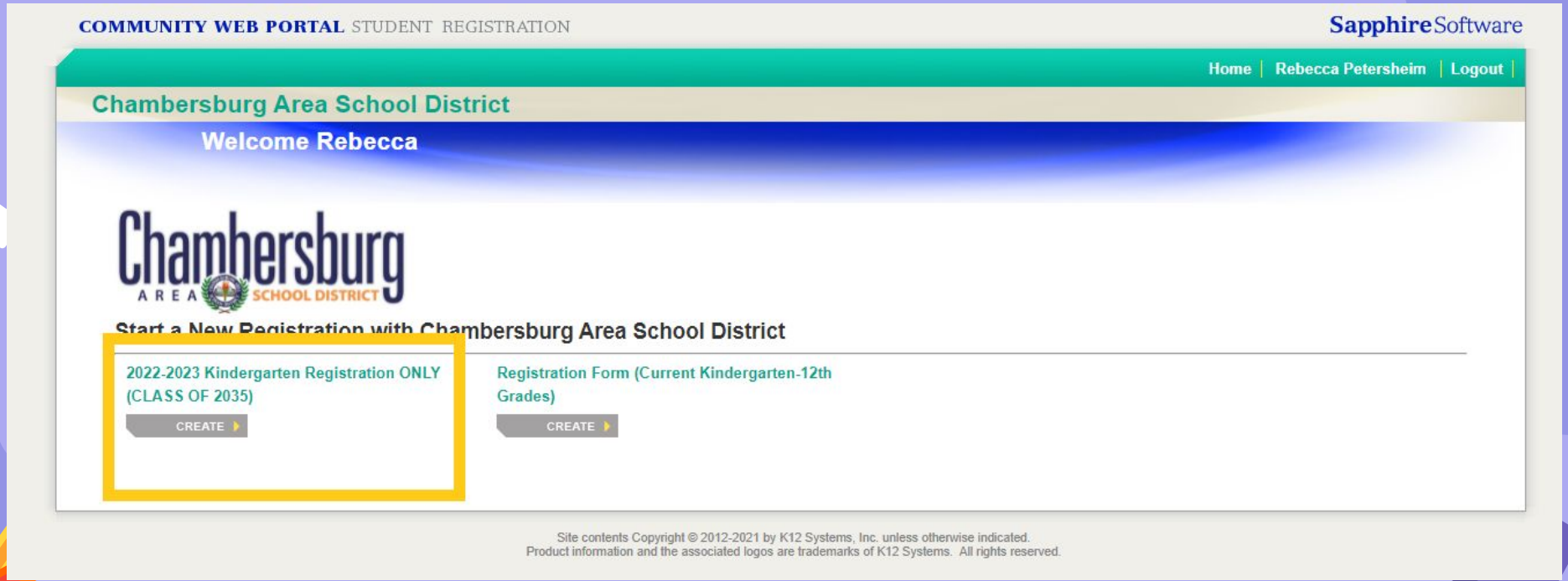
- After confirming your email account, log in with your email address and chosen password.



Completing Sapphire Registration Form

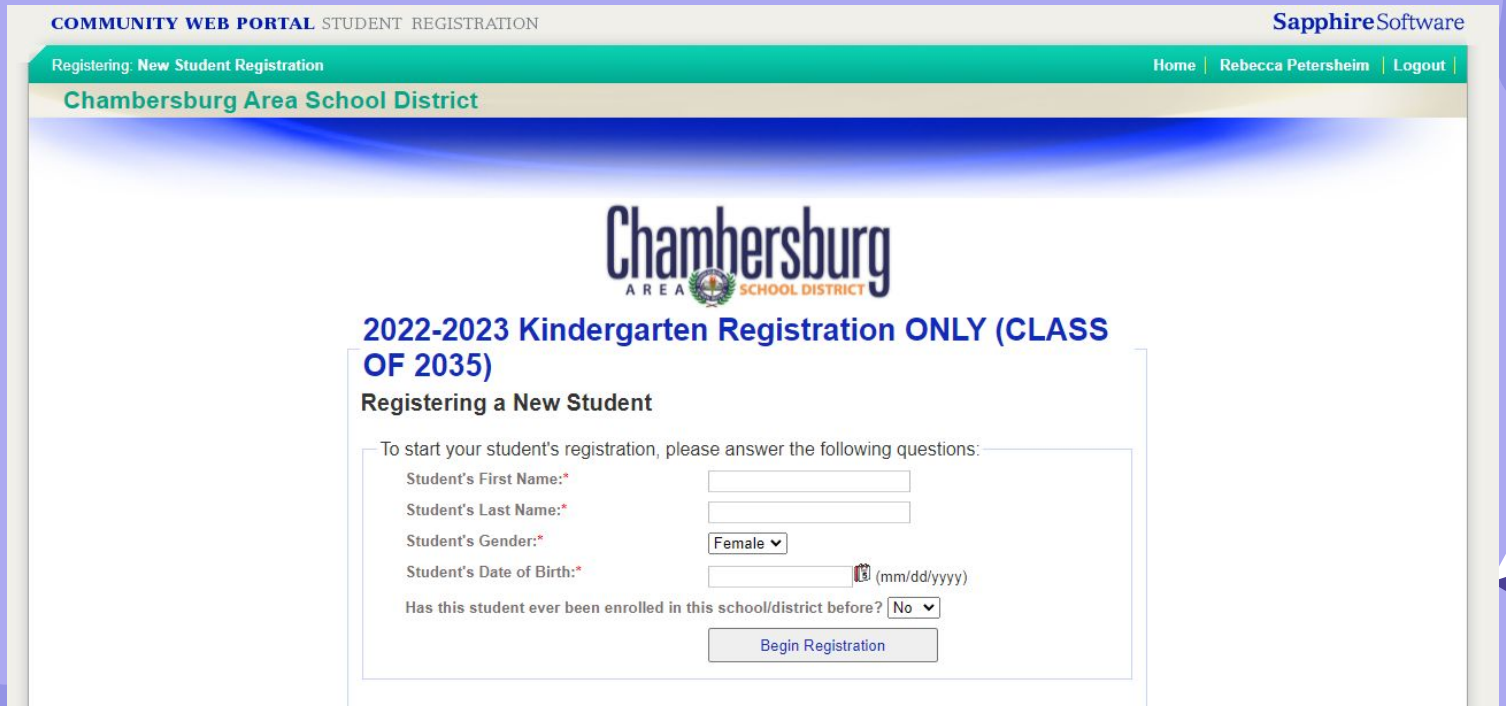
Completing Sapphire Registration Form

- After logging in, click Create under the Kindergarten Registration link, **NOT** the Registration Form link.



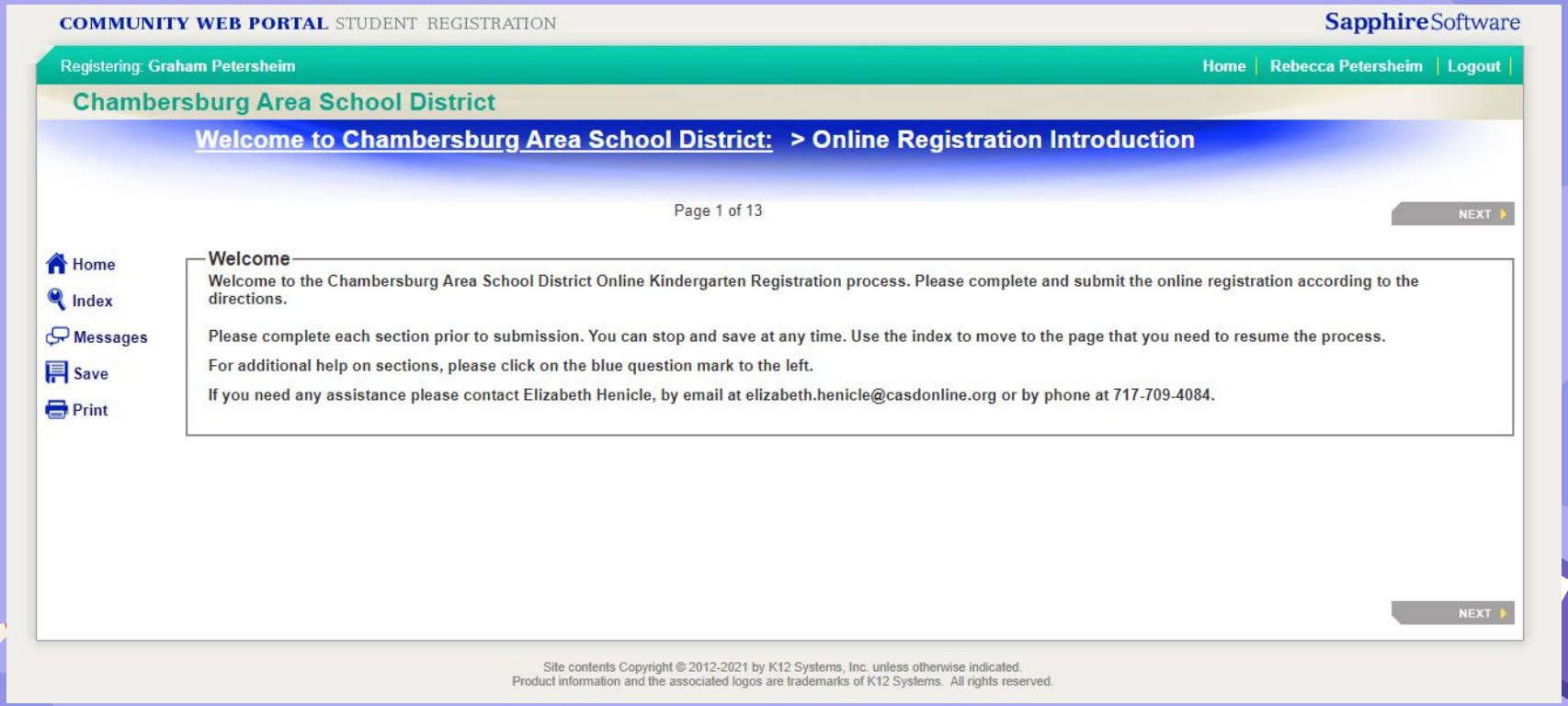
Completing Sapphire Registration Form

- Fill in the required fields on the Registering a New Student page.
- Click Begin Registration.



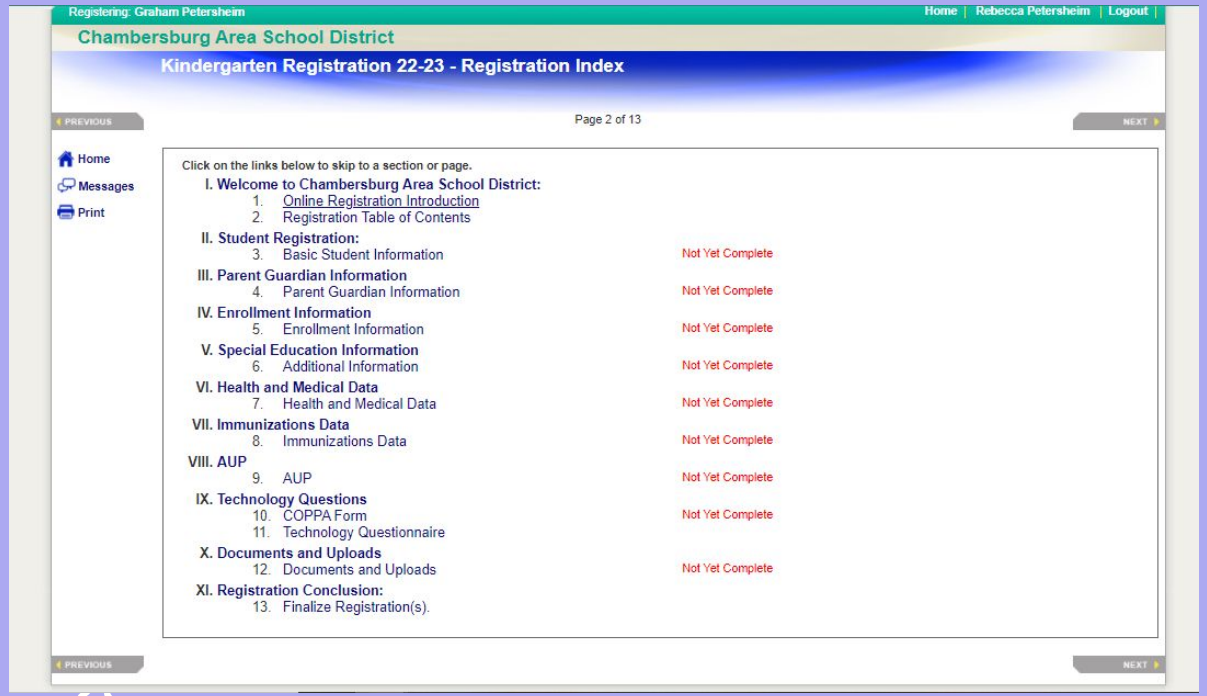
Completing Sapphire Registration Form

- Read through the Welcome page, and click Next.



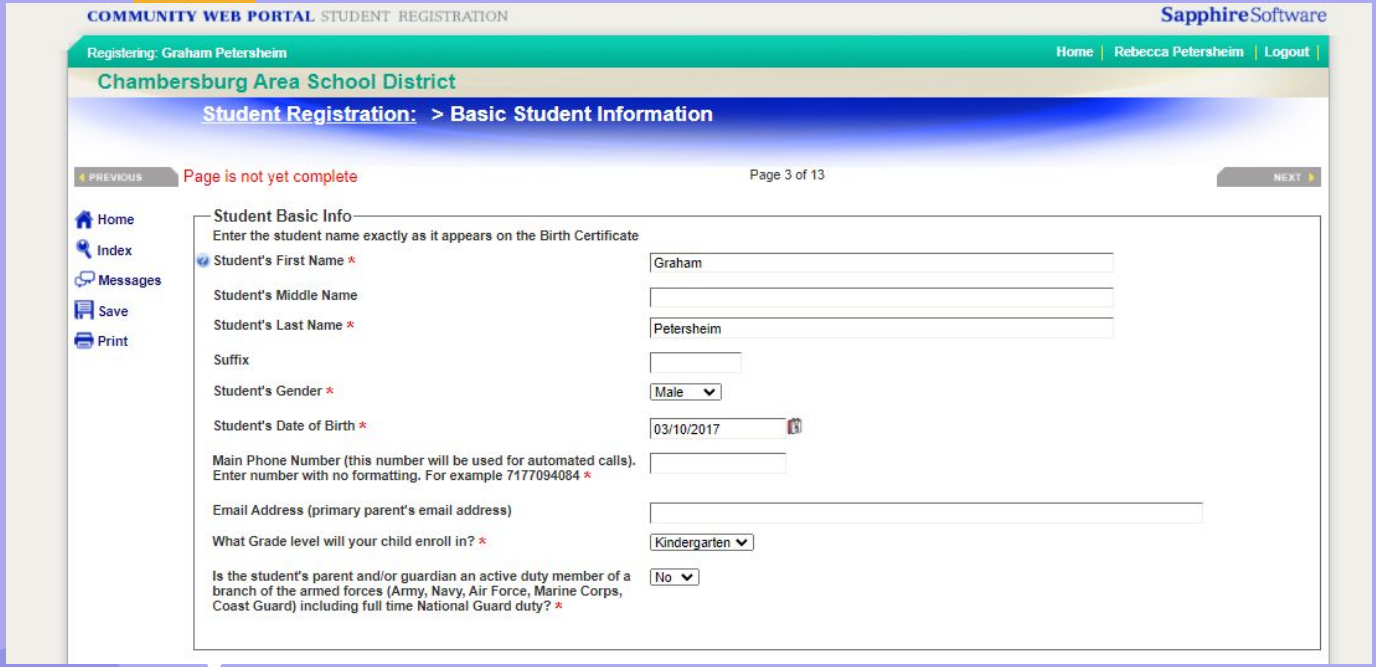
Completing Sapphire Registration Form

- The Registration Index page shows you the components of the online form that you will complete.
- Click Next.



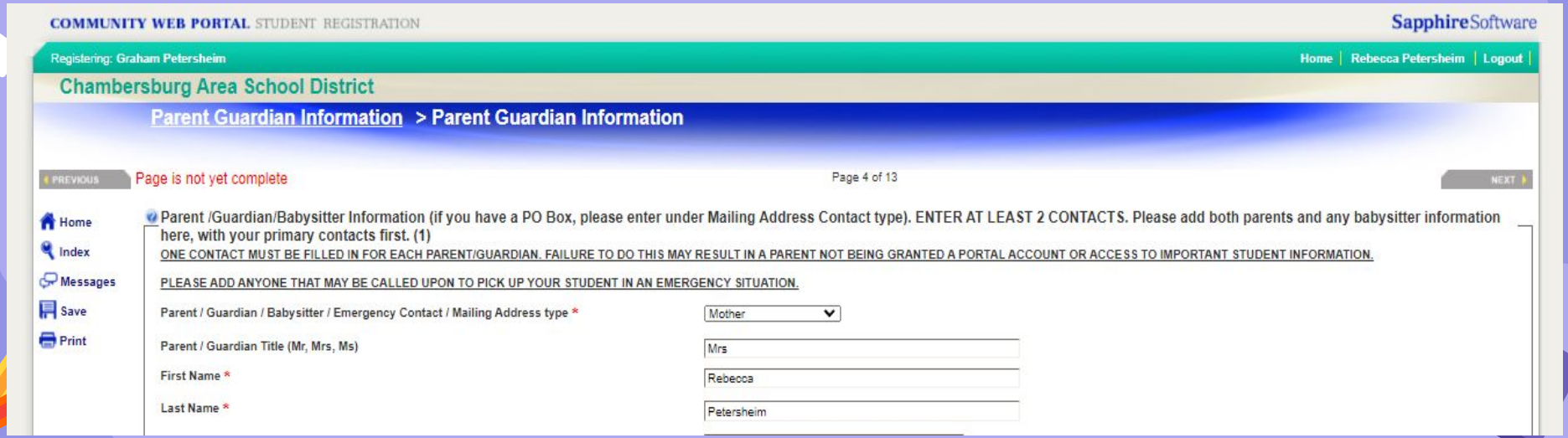
Completing Sapphire Registration Form

- Complete the required fields on Basic Student Information page (Student Basic Info, Student Address Information, Early Childhood Programing).
- Click Next.



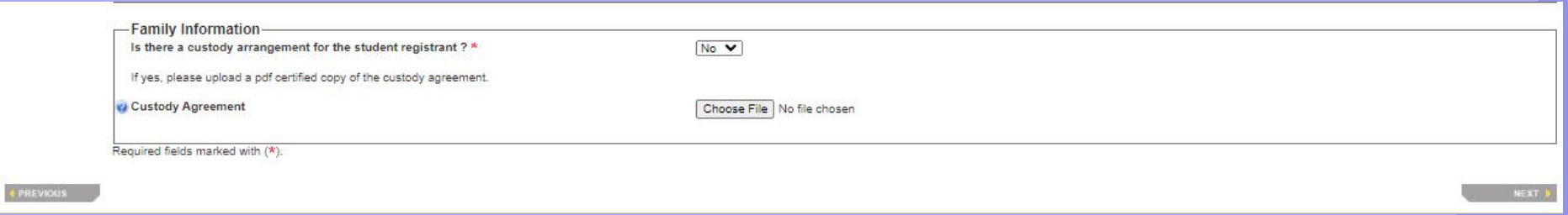
Completing Sapphire Registration Form

- On the Parent Guardian Information page,
  - Enter at least two contacts for the student.
  - If you will use a babysitter for your child be sure to add their information as a contact.
  - You can add up to five contacts.



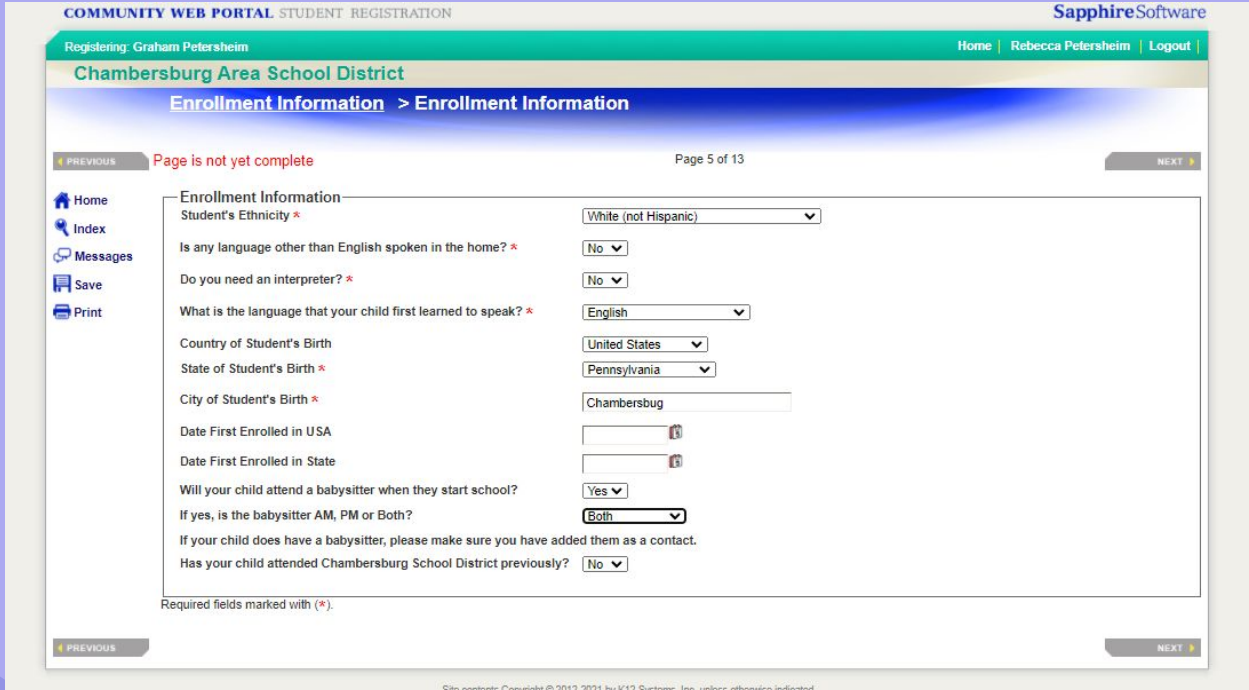
Completing Sapphire Registration Form

- On the Parent Guardian Information page,
  - Scroll to the bottom of the page and fill in the required fields under Family Information.
  - Upload a Custody Agreement if Yes is selected.
  - Click Next.



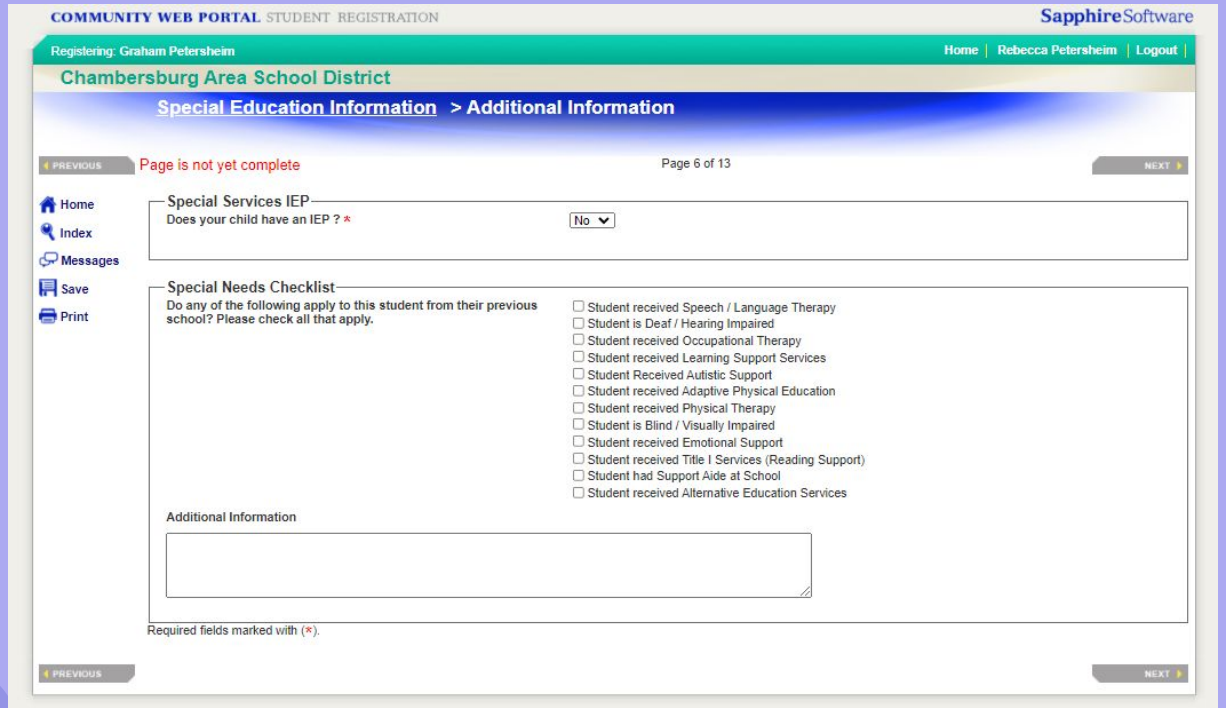
Completing Sapphire Registration Form

- Complete the required fields on Enrollment Information page.
- Click Next.



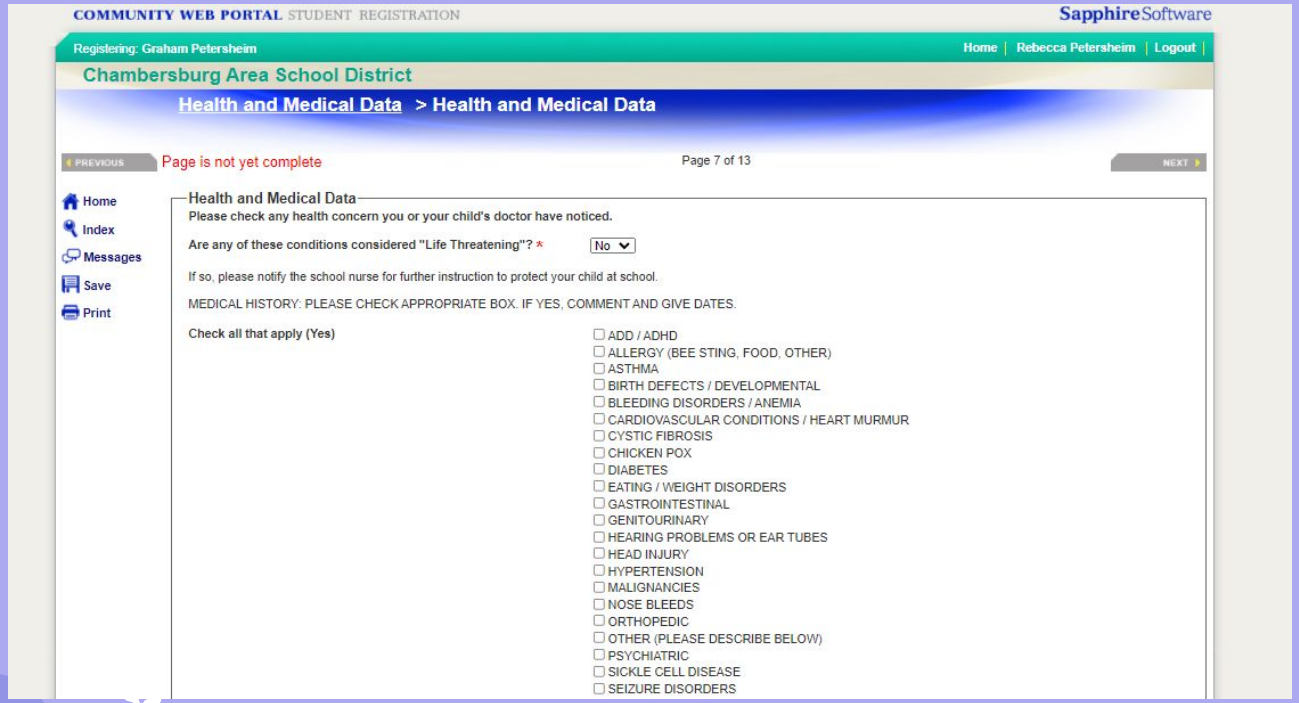
Completing Sapphire Registration Form

- Complete the required fields on Special Education Information page.
- Click Next.



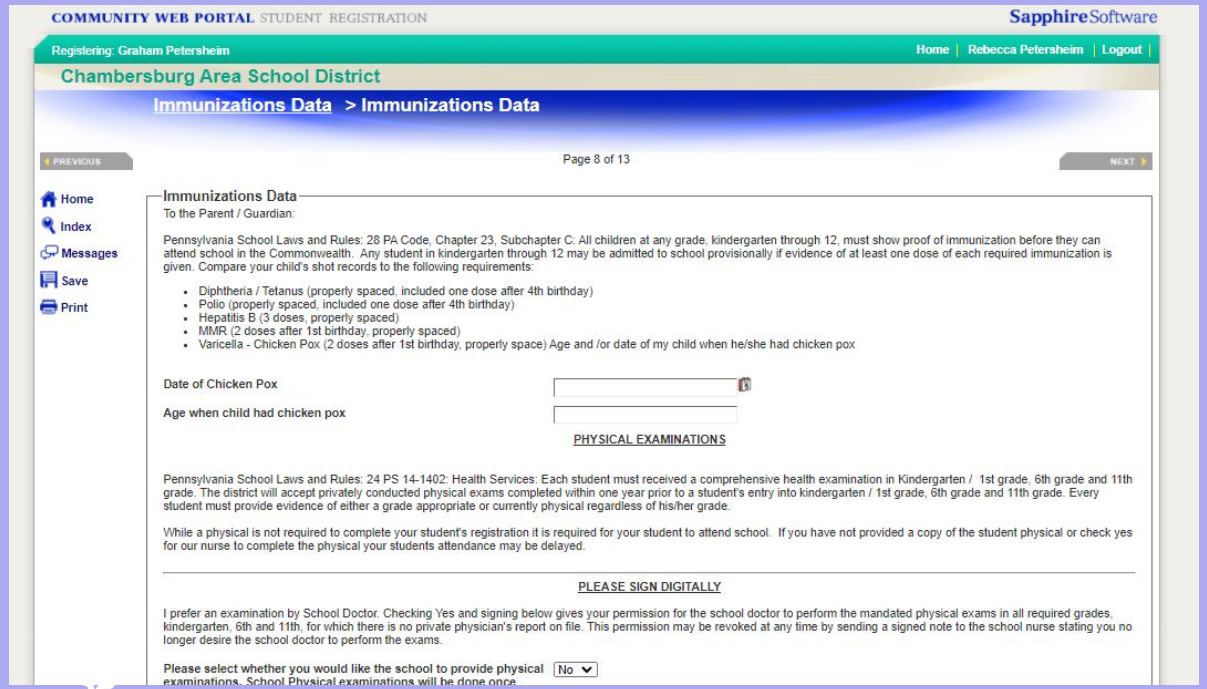
Completing Sapphire Registration Form

- Complete the required fields on Health and Medical Data page.
- Click Next.



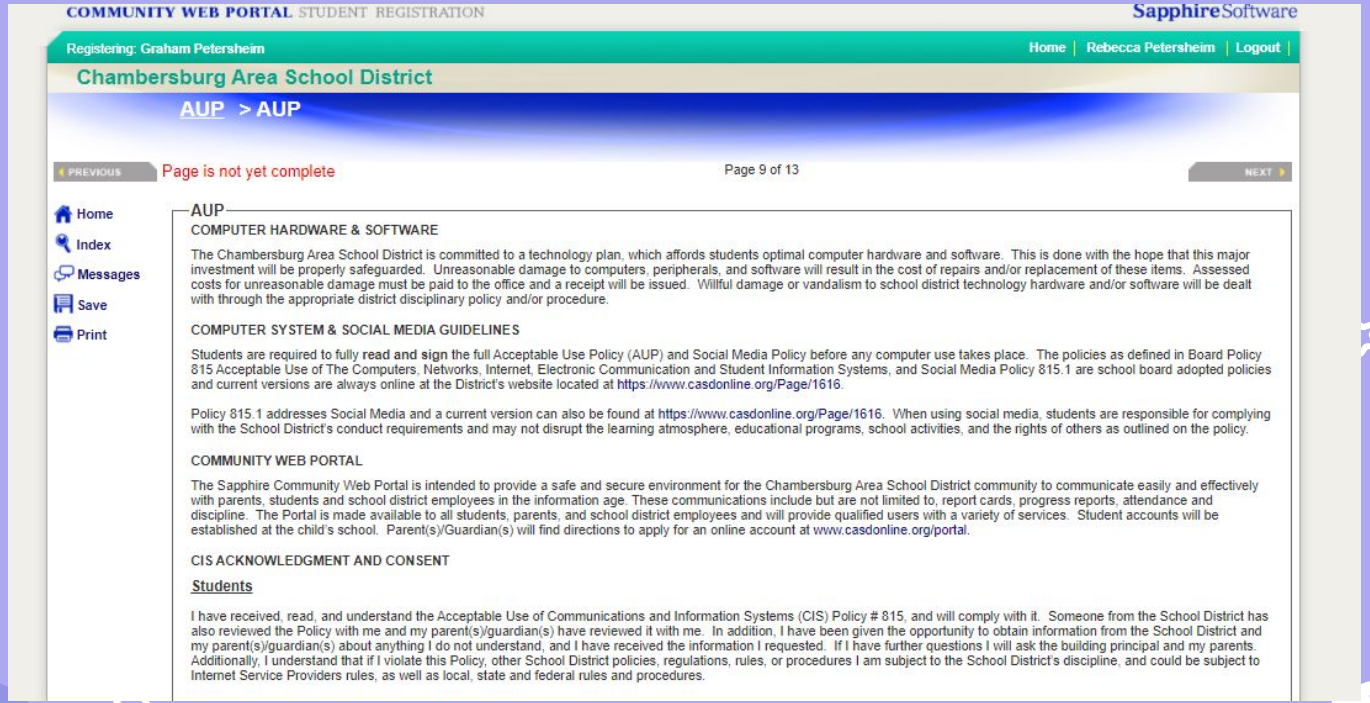
Completing Sapphire Registration Form

- Complete the required fields on Immunizations Data page.
- Click Next.



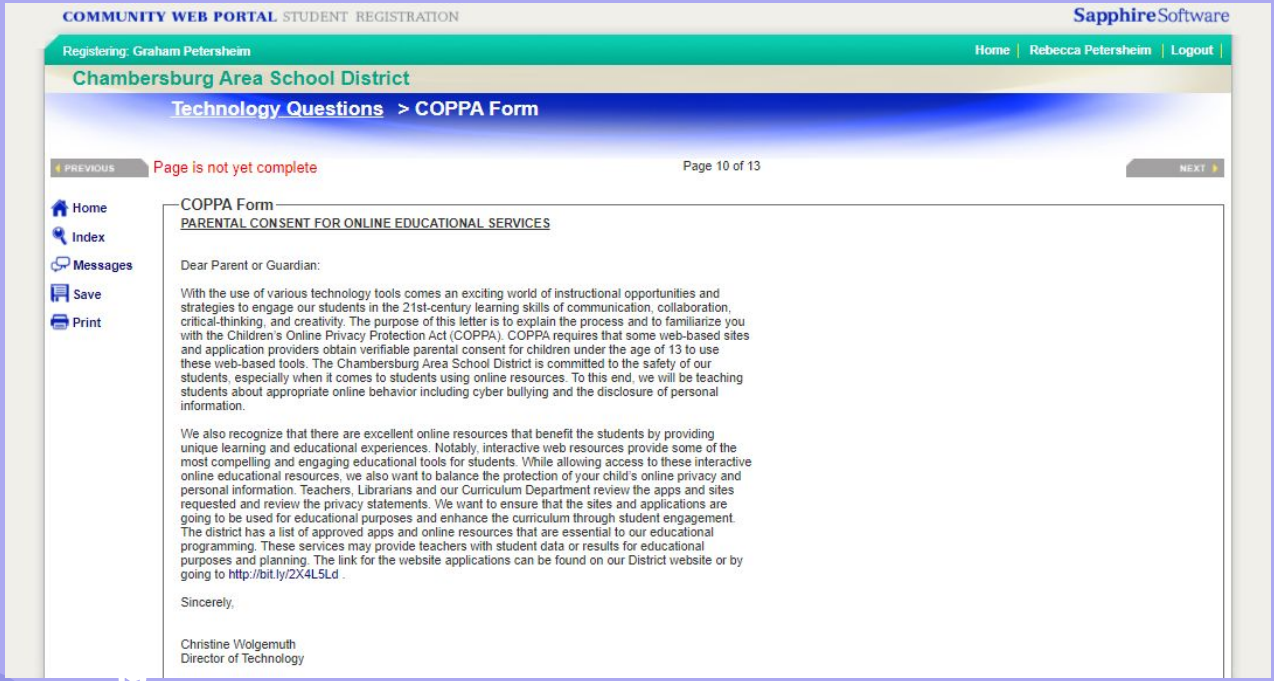
Completing Sapphire Registration Form

- Complete the required fields on AUP (Authorized User Policy) page.
- Click Next.



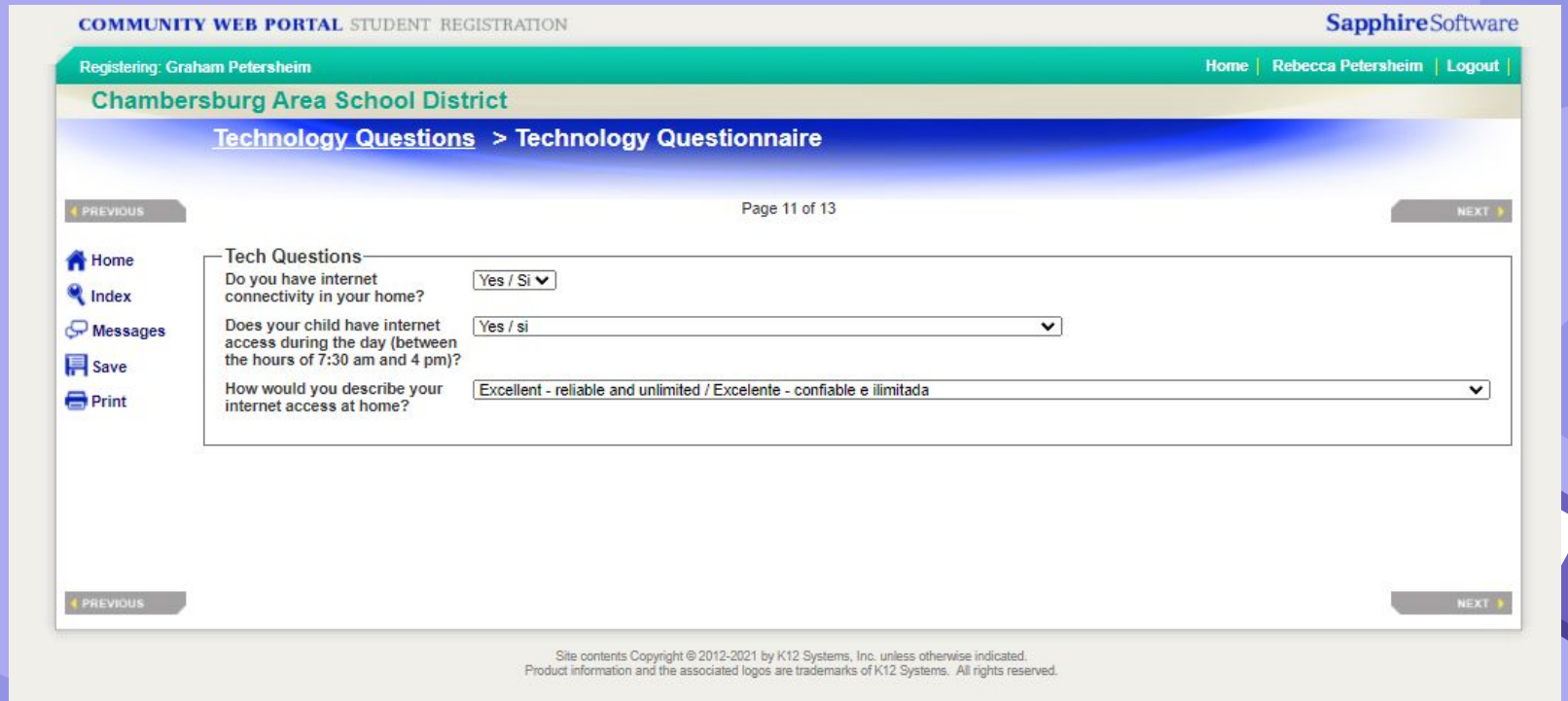
Completing Sapphire Registration Form

- Complete the required fields on COPPA (Children's Online Privacy Protection Act) Form page.
- Click Next.



Completing Sapphire Registration Form

- Complete the required fields on Technology Questionnaire page.
- Click Next.



Completing Sapphire Registration Form

- The Documents and Uploads page will require you to show evidence for the following three areas:
    1. Proof of Age:
        - Options: Birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism - notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of the birth

Completing Sapphire Registration Form

- The Documents and Uploads page will require you to show evidence for the following three areas:
  - 2. Parent/Guardian Proof of Residency:
    - Options: a deed, a lease, current utility bill, current credit card statement, property tax bill, vehicle registration, driver's license, or DOT identification card indicating an address within the Chambersburg Area School District.
    - Note: items listed with "current" must show a date within three months prior to registration/enrollment
    - Will Not Be Accepted: Mass mailings; circular flyers; package labels

Completing Sapphire Registration Form

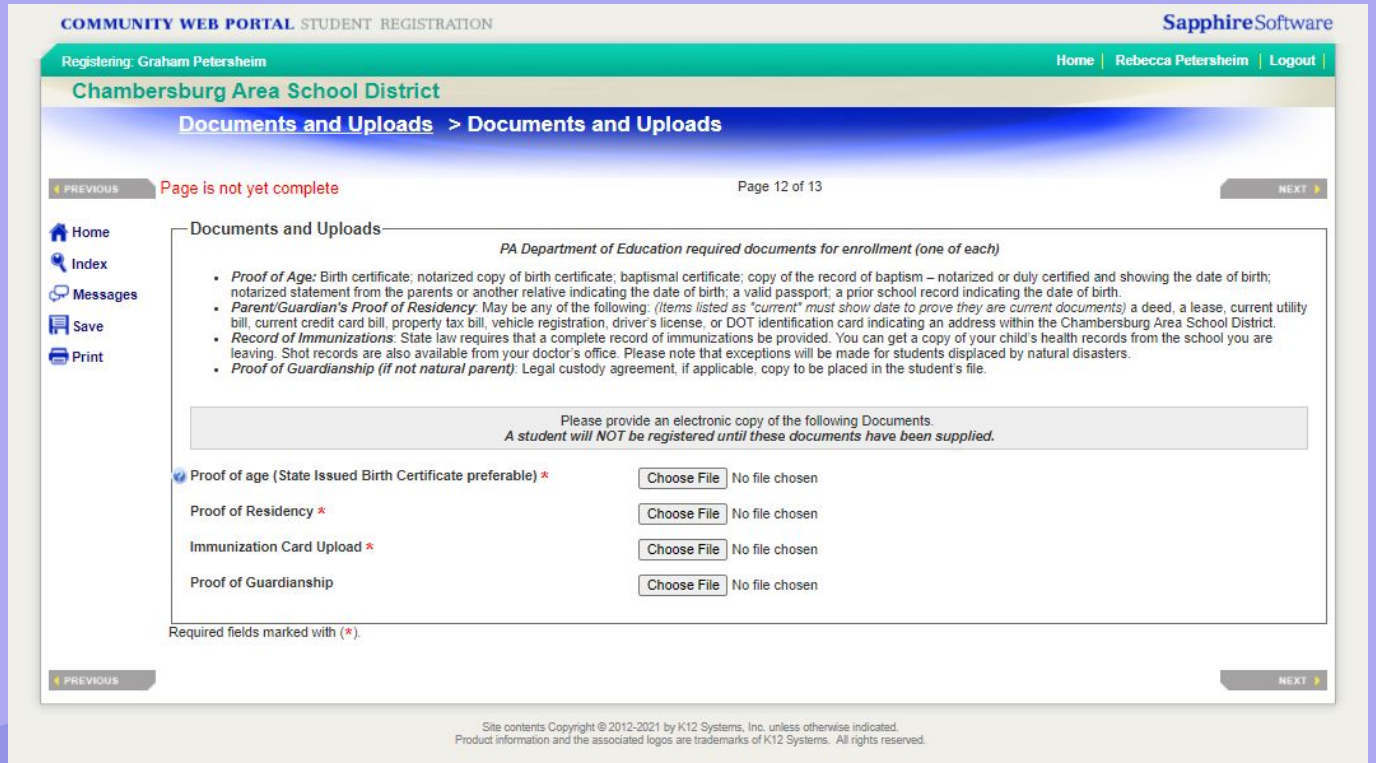
- The Documents and Uploads page will require you to show evidence for the following three areas:
    - 3. Record of Immunizations:
        - Required Immunizations
            - Diphtheria/Tetanus (properly spaced, included one dose after 4th birthday)
            - Polio (properly spaced, included one dose after 4th birthday)
            - Hepatitis B (3 doses, properly spaced)
            - MMR (2 doses after 1st birthday, properly spaced)
            - Varicella - Chickenpox (2 doses after 1st birthday, properly spaced OR proof of age and date when child had Chickenpox)
        - Options: shot records from doctor's office; immunization records from previous school.

Completing Sapphire Registration Form

- If you are not the parents listed on the student's birth certificate, upload your Proof of Guardianship to the Documents and Uploads page.
    4. Proof of Guardianship:
        - Options: a court order of Guardianship; completed and approved CASD 1302 Affidavit form
            - For questions about the 1302 Affidavit, contact the District Registrar.

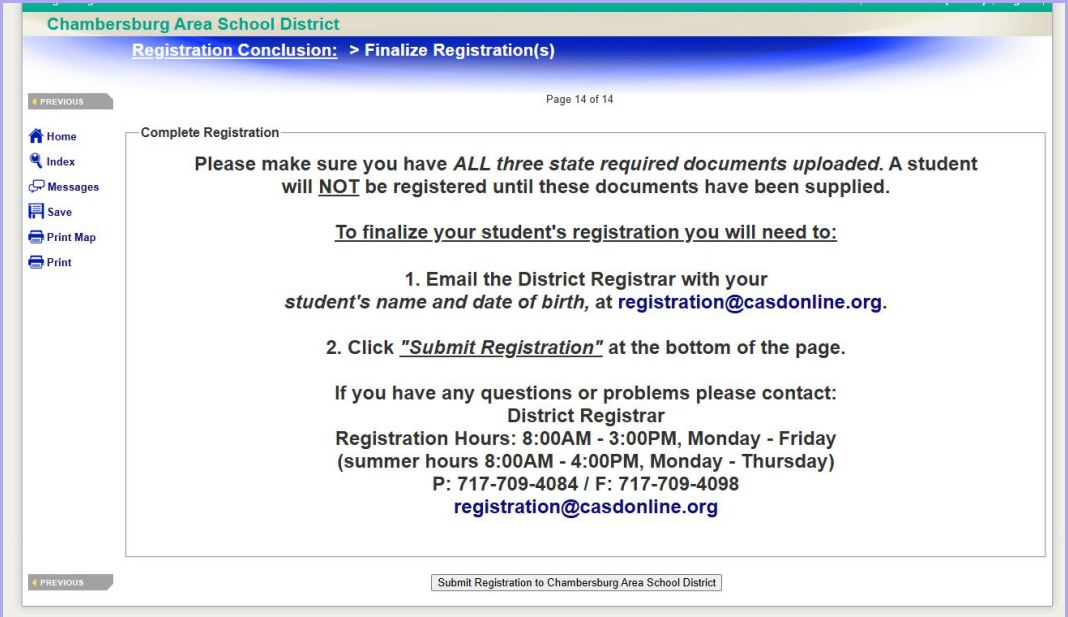
Completing Sapphire Registration Form

- After you have uploaded the required files to the Documents and Uploads page, click Next.



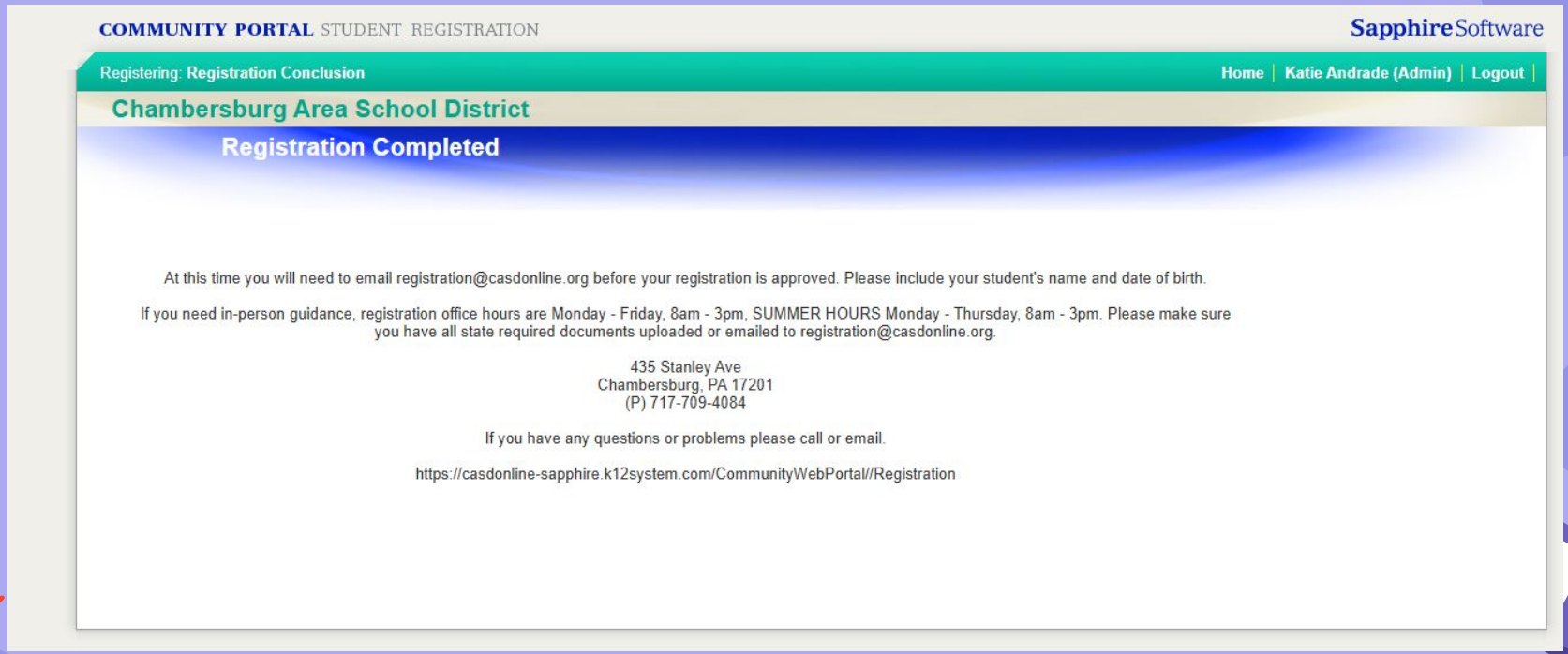
Completing Sapphire Registration Form

- You should then see the Complete Registration page.
- If you have completed every required field on all pages, click Submit Registration to Chambersburg Area School District.



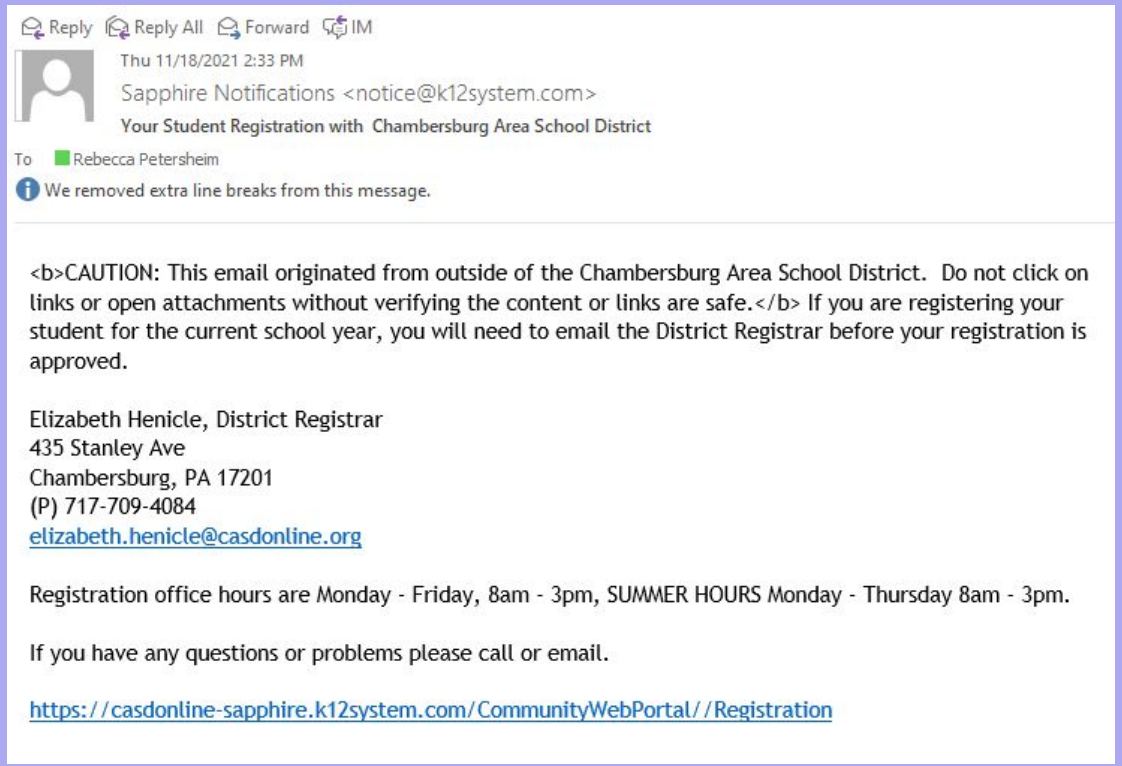
Completing Sapphire Registration Form

- You should then see the Registration Completed screen below.



Completing Sapphire Registration Form

- You will also receive a confirmation email to your inbox.



Reply Reply All Forward IM

Thu 11/18/2021 2:33 PM

Sapphire Notifications <notice@k12system.com>

Your Student Registration with Chambersburg Area School District

To Rebecca Petersheim

We removed extra line breaks from this message.

CAUTION: This email originated from outside of the Chambersburg Area School District. Do not click on links or open attachments without verifying the content or links are safe. If you are registering your student for the current school year, you will need to email the District Registrar before your registration is approved.

Elizabeth Henicle, District Registrar
435 Stanley Ave
Chambersburg, PA 17201
(P) 717-709-4084
elizabeth.henicle@casdonline.org

Registration office hours are Monday - Friday, 8am - 3pm, SUMMER HOURS Monday - Thursday 8am - 3pm.

If you have any questions or problems please call or email.

https://casdonline-sapphire.k12system.com/CommunityWebPortal//Registration

Emailing the District Registrar

Emailing the District Registrar

- As the final step in the Online Kindergarten Registration, you must email registration District Registrar at registration@casdonline.org.
- Your message should contain the following information:
  - Kindergarten Registration is Complete
  - Student's Name
  - Student's Date of Birth
- The Registrar will review your online registration and reply to you regarding its status (approved or further information needed for approval).
  - Note: District email sometimes gets delivered to spam folders. Be sure to check there first!

Until School Starts...

Until School Starts...

- Keep an eye on your email inbox and the CASD Kindergarten Registration webpage for information about the upcoming school year and skills to be working on to prepare your student for Kindergarten.
- In the summer months, you will also be notified about building assignments and bus routes.

Please feel free to reach out with any questions!

Katie Andrade
District Registrar
katie.andrade@casdonline.org
717-709-4084

Andrew Nelson
Director of Early Childhood Education
andrew.nelson@casdonline.org
717-261-3313