BOYERTOWN AREA SCHOOL DISTRICT
STUDENT REGISTRATION

The Boyertown Area School District uses an online registration system called Infinite Campus for all new and returning student registrations to collect student demographic, emergency, and medical information. The system is a secure and green process, which allows the district to quickly obtain up-to-date information on your child. The online registration structure will also allow you to electronically sign yearly permission forms for school district policies such as Publicity Clearance, School Handbooks, and other items collected on the Annual Student Information Verification. This online process replaces paper copies of student registration forms, and beginning-of-year paperwork used in previous years.

Parents and/or legal guardians of new students **will need an active email account that is checked regularly to access and use the online registration system**. This email account will also be used for important communication updates from Boyertown Area School District and your child's school. For help obtaining a free email account, there is a link on the Boyertown Area School District website, www.boyertownasd.org. This can be found on the Boyertown Area School District student registration page.

2026-2027 School Year Kindergarten Registration is available to any resident child who will reach five (5) years of age on or before September 1, 2026.

The following items are needed as part of the student registration process. As a convenience, the documents can be uploaded to the online registration application, emailed, faxed, or brought to the Boyertown Area School District Education Center after the student's online registration application has been completed. The ability to upload these and other supporting documents is available during the registration process.

PROOF OF RESIDENCY: The documentation must show the parent/legal guardian's name and physical street address. Please note that an agreement of sale ***does not*** prove residency and is ***not*** acceptable proof of residency. Refer to the **Residence Verification** form on the District Registration page for BASD-accepted proofs of residency.

PROOF OF AGE: A copy of the **original State sealed birth certificate**. We will also accept a baptismal certificate, passport, or notarized hospital verification if the original documentation has an official seal. Please note we do not accept souvenir certificates that are provided by the hospitals. If you need to obtain another birth certificate from the Division of Vital Records and have access to a computer, you can request a new birth certificate by accessing the following website: www.dsf.health.state.pa.us/health/site/

IMMUNIZATION RECORDS: A copy of your child's **complete** immunization record. A list of the required immunizations can be found on the following website: http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx#.VkzLKmYo5RD. If your child has not reached age five (5) and will be receiving additional immunizations at the scheduled physical appointment, please provide verification from a physician of those received to date. An updated list can be provided later for those received at your child's five-year physical appointment.

Students entering kindergarten are required to have a physical and dental examination. These exams must be completed after **September 1, 2025,** and returned to the school nurse no later than **September 14, 2026.**

Please contact the Student Registration Office if you have any questions or concerns.

The Boyertown Area School District Education Center
Student Registration Office
911 Montgomery Avenue
Boyertown, PA 19512

Phone (610) 367-6031 opt 7
Fax (610) 473-5305
Email basdregistration@boyertownasd.org

Student Registration Hours
BY APPOINTMENT ONLY

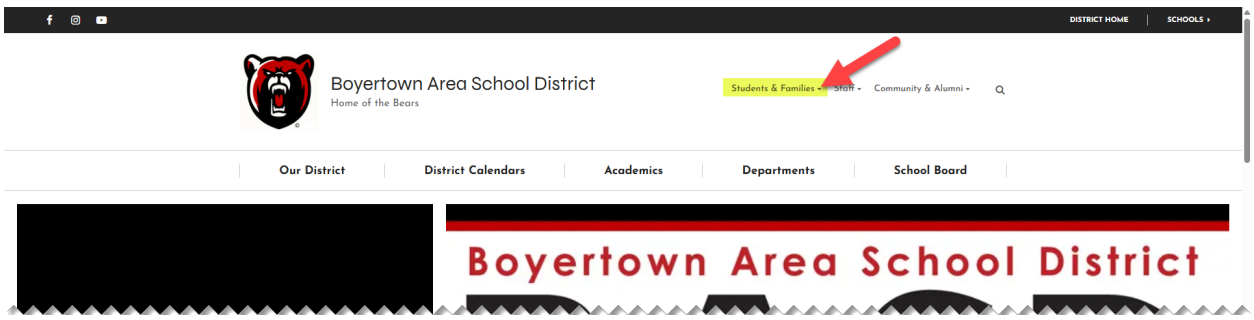
This includes having forms photocopied and in-person questions. If you are dropping off paperwork for your child's registration, please place the documents in an envelope with your child's name and date of birth. Place the envelope in the drop box at the front entrance to the Education Center.

NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

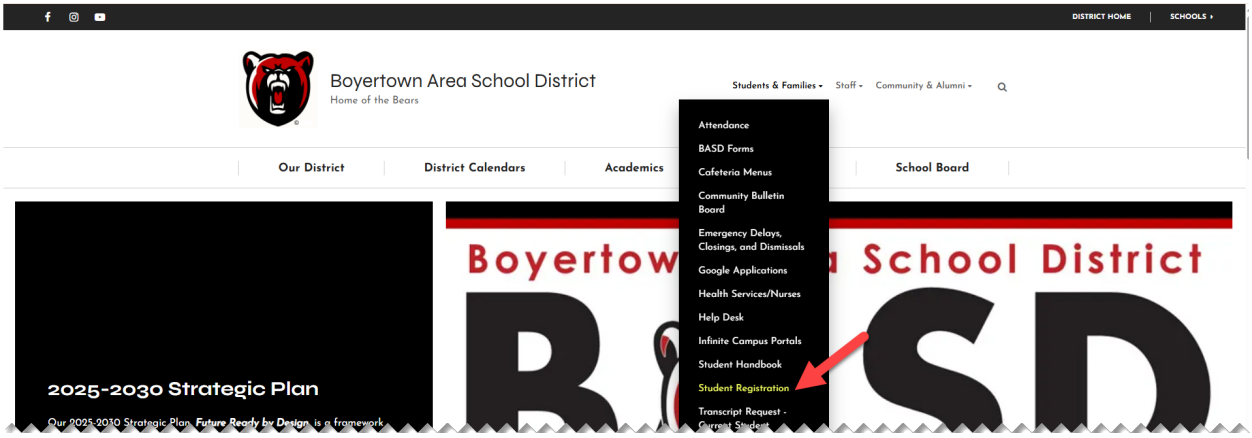
Please note we suggest using a computer or tablet to complete your child's registration instead of a cell phone. If you do not have access to a computer or tablet, you can visit your local library or contact the Education Center to set up an appointment to use the district kiosk.

To begin the online registration, go to the BASD website: www.boyertownasd.org

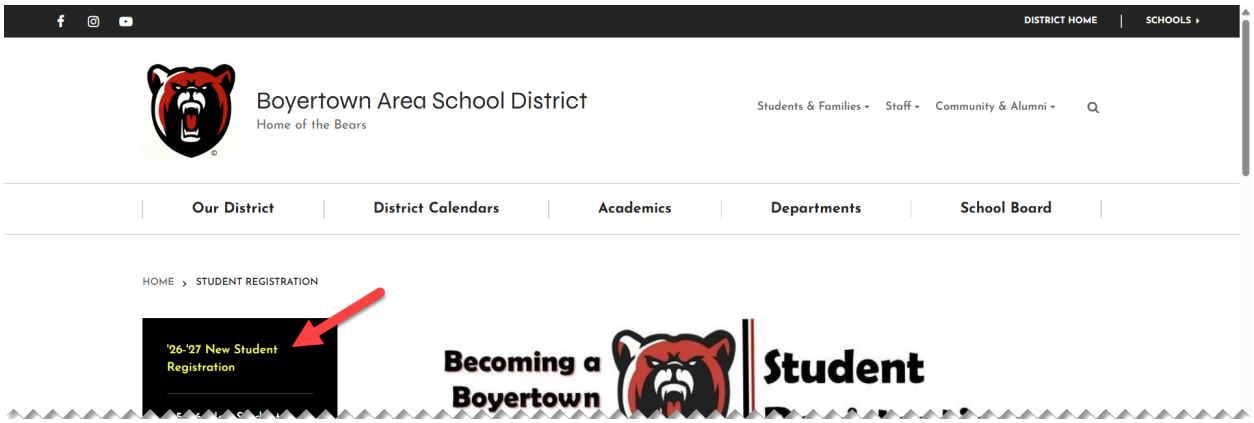
1. Click on **Students & Families**



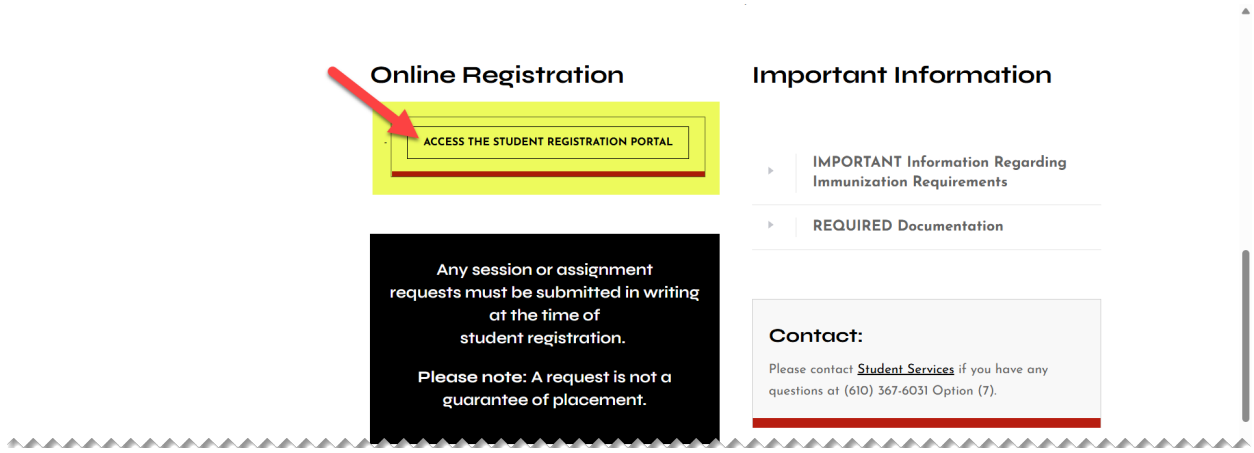
2. Click on **Student Registration**



3. Click on ***'26- '27: New Student Registration*** (left side of the Registration page)



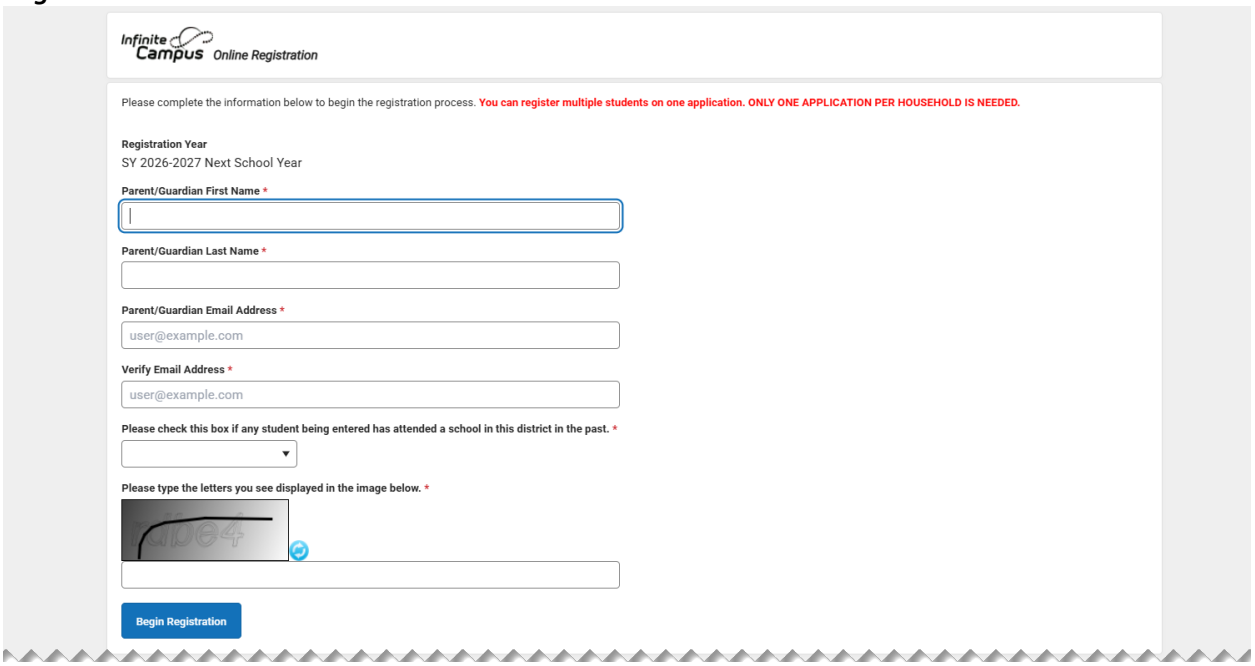
4. Click on ***Access the Student Registration*** **Portal** button (under Online Registration)



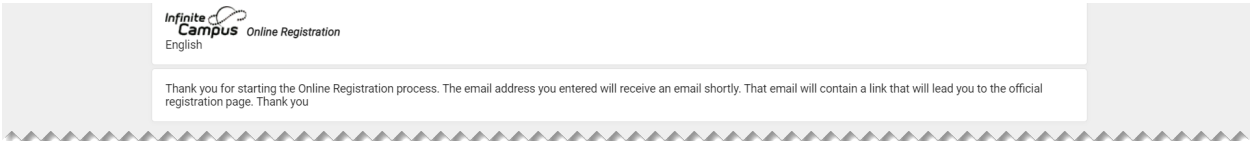
5. Click on ***2026-2027 Next School Year***, then click the ***Next*** button



6. Enter information in the required fields (fields marked with a red asterisk), then click the ***Begin Registration*** button



7. The following message will appear on the screen



8. Check your email inbox for a message with the subject ***Welcome to Online Registration***



9. Click on the ***link*** in the email to complete your child's registration

Welcome to Boyertown Area School District's Online Registration Portal!

Before you begin, please gather the following:

- Household information - address and phone numbers
- Parent information - work and cell phone numbers, email addresses
- Student information - demographic and health/medication information
- Emergency contact - phone numbers
- Student's Proof of Age
- 2 Residency Verification Proofs - click here to view district-accepted residency proofs
- Immunization Records or Medical Exemption Card

Proof of Age, Residency Proofs, and Immunization Records can be uploaded to the registration application.

Required fields are marked with a red asterisk; the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as XXX-XXX-XXXX.

In-Person Registration hours at the Education Center are BY APPOINTMENT ONLY. This includes having forms or documents photocopied or in-person questions regarding registration. Email basdregistration@boyertownasd.org to schedule an appointment.

RETAIN THIS EMAIL: The link below will allow re-access to your student's registration for completion at a later date.

Please click the link below to begin the registration process.

https://boyertownpa.infinitecampus.org/campus/OLRLoginEmail/boyertown?appGUID=9

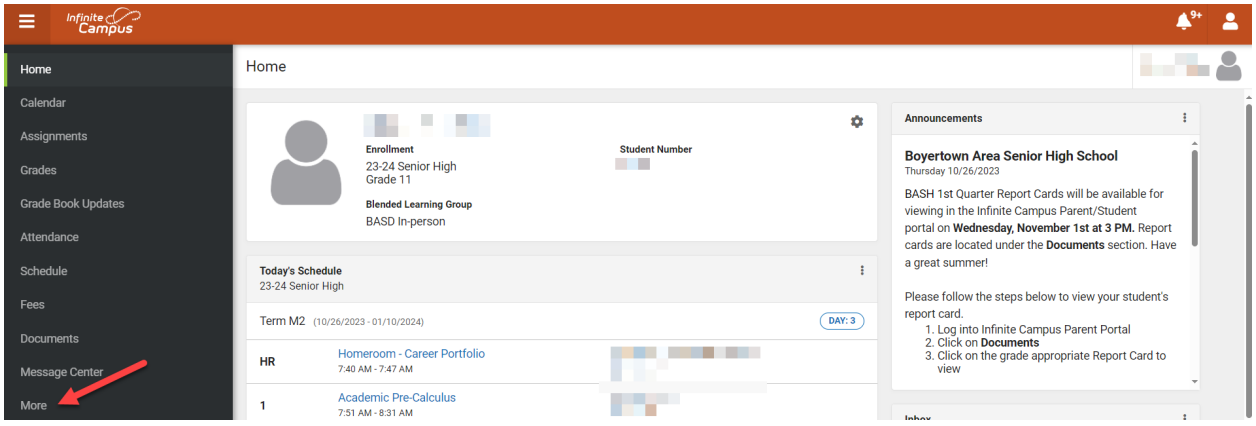
If you need assistance, please email basdregistration@boyertownasd.org.

If you already have an Infinite Campus Parent Portal Account, your new student's registration can be completed in the Parent Portal instead of through the district registration website. This will save time as most of your demographic information will already be filled in.

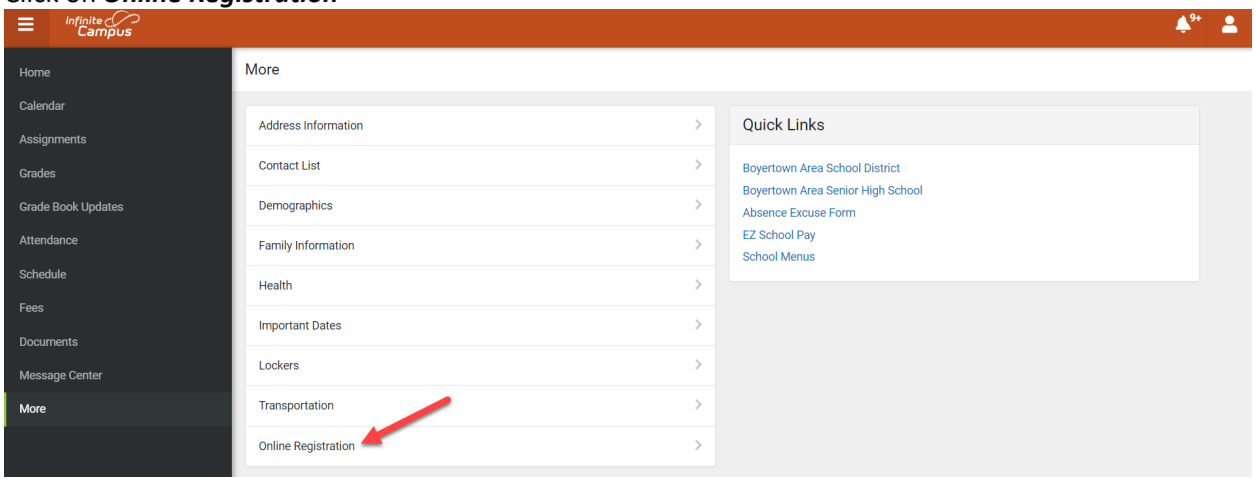
Please see the steps below:

1. Log into the Infinite Campus Parent Portal Account

2. Click on ***More***



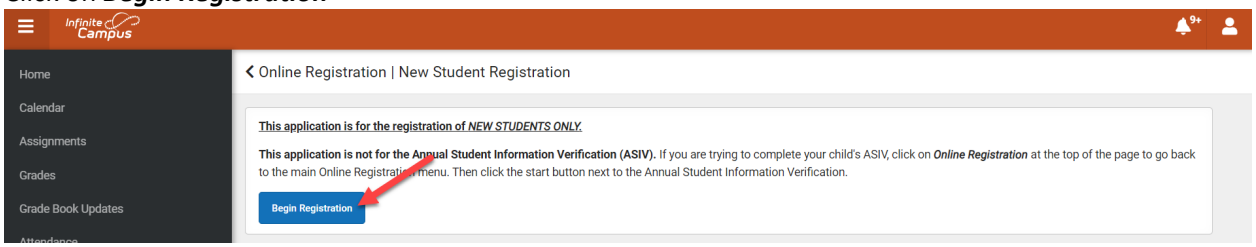
3. Click on ***Online Registration***



4. Select ***SY 2026-2027 Next School Year***, then click the ***Start*** button



5. Click on ***Begin Registration***



Please note fields marked with a red asterisk are required fields, and data must be entered. You can save your information and come back at a later time to submit the application if necessary. **Your child's registration will not be complete until the online registration application is submitted, and all required documentation is received and verified.**

An email notification will be sent once your child's application is in the review process. Please do not contact the Registration Office before receiving a notification email. Kindergarten applications will start the review process in March. We review applications in the order they are received.

Parents who do not have an Infinite Campus Parent Portal account will receive an email in July (or once their child's enrollment is complete if after July) with an activation key and instructions on how to create an account.

Boyertown Area School District
Registration Frequently Asked Questions

The Boyertown Area School District uses an online registration system for all new students. Through **Infinite Campus**, a secure online enrollment system (OLR), families can enter their child's information electronically and upload additional requested documents during the registration process.

What are the benefits of Online Enrollment?

• Going green! Fewer paper forms.
• Less repetitious paperwork for parents. The enrollment process has fewer electronic pages to complete.
• Less data entry for office staff lessens the chance of data errors.
• No more long lines! Existing students will receive information by mail or email and will be able to access the online enrollment anywhere that has an internet connection.
• All mandatory student information is complete and accurate. Parents must complete all mandatory fields before they can submit their student's enrollment.
• Uniform data for reporting is stored securely; only specific staff will have access.
• Data is updated as parents submit it. This gives Boyertown Area School District staff access to student information faster so that they can better serve students.

What information is collected through Infinite Campus OLR?

- Student Demographics
- Family Demographics
- Emergency Contacts
- Custody Information
- Medical Information
- Medical Treatment Permission
- Medication Permissions
- Free And Reduced Lunch
- Media Opt Out
- Permission Forms
- Acceptable Use Policy
- Release Forms

**Some requested documentation is not a district requirement and will not be included in the online enrollment process **

How secure is my student's information?

Infinite Campus understands that student data must always be secure and transmitted only to specifically designated data recipients. Their security systems and procedures are designed to protect student information consistent with accepted commercial practices. Infinite Campus provides security-related developments and solutions such as firewalls, secure password protection, encryption, secure socket layer (SSL), authentication methods, and regular monitoring and updating of their systems and processes.

If I have more than one student enrolling in the district, do I need to complete a separate form for each child?

No. All children should be registered on one registration application.

What information do I need on hand to complete the online registration application?

Much of the information is basic family information that you may know, like birth dates, phone numbers, etc. You will also need previous school information, names and phone numbers of adults authorized to pick your student up, custody information, copies of immunizations on physician forms, birth certificates, and residency verification. Once you have entered all the required information, you will be able to submit the application through Infinite Campus OLR to the Boyertown Area School District for review**. *If you are not given the option to submit the registration application, you will need to go back and make sure all required fields are complete. You will not be able to submit an incomplete registration application.***

Please note: All supporting documentation can be uploaded to the registration application before submission. This will enable the student registration to be processed more efficiently and without further delays.

I have completed and submitted the registration application but realized I have made a mistake or need to make a change. How can I correct that?

Any changes after the registration application has been submitted will need to be made by the Boyertown Area School District staff. Please email the Student Registration Office at basdregistration@boyertownasd.org with any changes.

I have submitted my child's registration application. Am I now finished enrolling my child(ren)?

No. You will receive an email confirmation from the registration office indicating if there are missing items or if the student's registration application is being processed.

How can I check the status of my child's submitted registration?

You will receive an email once your child's registration application has been reviewed.

I am not sure how to answer a question or complete a field on my child(ren)'s application or of the verifications requested, who would I contact for assistance?

You may contact any one of the school district buildings, email the Student Registration Department at basdregistration@boyertownasd.org, or call 610-367-6031 and follow the prompts for registration.

I do not have Internet or computer access to complete my child's registration. Can you help?

A kiosk is available at the Education Center by appointment only. Contact the Student Registration office to set up an appointment. The Boyertown Community Library has computers and internet access that can be used by families as well. Please contact the Boyertown Community Library directly for hours of operation at (610) 369-0196.