Help Guide: Registration and Enrollment Required Documents

Chambersburg Area School District

The Pennsylvania Department of Education requires the following documents upon a student registration or new enrollment in the district:

- **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
    - Note: Students registering for Kindergarten must turn 5 years of age before September 1st of the year in which they are planning to attend Kindergarten.
- **Parent/Guardian's Proof of Residency**
  - The Pennsylvania Department of Education has updated the Enrollment of Students Basic Education Circular (BEC) to comply with Act 47 of 2025.
    - Acceptable proof of residency includes a current deed, mortgage statement or lease, as well as bills or official documents ***dated within the past three months*** such as utility, internet, credit card, or bank statements, tax or insurance documents, or government-issued mail (e.g., benefits, voter registration or tax correspondence). Address must be within Chambersburg Area School District.
      - Will Not Be Accepted: Mass mailings; circular flyers; package labels
- **Record of Immunizations**
  - Required Immunizations
    - Diphtheria/Tetanus (properly spaced, included one dose aer 4th birthday) ■ Polio (properly spaced, included one dose aer 4th birthday)
    - Hepatitis B (3 doses, properly spaced)
    - MMR (2 doses aer 1st birthday, properly spaced)

        - Varicella - Chicken Pox (2 doses aer 1st birthday, properly spaced OR proof of age and date when child had Chicken Pox)
    - Options: shot records from doctor's office; immunization records from previous school.