

Parent Checklist

Grades K-12

Welcome and thank you for your interest in the North Allegheny School District. This checklist is designed to provide you with an outline of action items to complete during registration.

Let's Get Started!

- Complete the online registration forms
- Upload your supporting documents in the online portal (details on page 2)
- Schedule an appointment in the online portal
- Submit your application for review by the Central Registrar Office

Required for ALL Students in Grades K-12			
<u>Parent/Guardian Documentation</u> 2 Proofs of Residency Parent/Guardian ID		<u>Student Documentation</u> Student's Proof of Age Immunization	
Additional Student Documents by Grade			
Elementary (K-5)		Secondary (6-12)	
Kindergarten	Grades 1-5	Grades 6-8	Grades 9-12
*Dental Exam	*Dental Exam (grade 3)	*Physical Exam (grade 6)	*Physical Exam (grade 11)
*Physical Exam	Release of Records	Release of Records	Release of Records
*Lead Test		MS Scheduling Form	**Unofficial Transcript
		**Copy of Schedule or Recent Report Card	

*Needed within 30 days of start date but not required to complete registration

** Needed during counseling appointment but not required to complete registration

*Click [HERE](#) for a full list of registration forms



NORTH ALLEGHENY SCHOOL DISTRICT

Required Documentation at Registration

Please bring all of the required documents to the appointment in order to complete the registration process even if you have uploaded them into the online application. Required documents include *valid identification, two proofs of residency, proof of age, and immunization records.*

Parent/Guardian Documentation

1. **Two Proofs of Residency** - Please bring any two (2) of the following. If you are a new resident, you can provide one (1) proof and will have 30 days from the date of registration to provide a second proof.
 - Valid driver's license (with current North Allegheny address)
 - Closing papers
 - Lease agreement (signed by resident and landlord)
 - Utility Bill
 - Cable Bill
 - Deed
 - Mortgage Statement
 - Paid Wage Tax Receipt
 - Property Tax Bill
 - Vehicle Registration
 - DOT Identification
 - Rent receipt

*A Sales/Purchase Agreement (signed by buyer and seller) is considered a temporary proof of residency. You will have 30 days from the closing date to provide two permanent proofs.

2. **Valid Identification** - Please bring one (1) of:
 - Driver's license or other valid photo identification
 - Passport

Required Student Documentation

3. **Proof of Age** - Please bring one (1) of the following:
 - Official Birth Certificate (with official raised seal)
 - Valid passport
4. **Immunization Records** with dates of immunizations listed

Additional Student Documents

5. **Student Release of Records Form:** (Grades 1-12 and if repeating Kindergarten)
6. **Health Forms:**
 - a. Lead Test (for Kindergarten due prior to the first day or within 30 days of start date)
 - b. Dental Exam/ Physical Exam (grade specific and due prior to the first day or within 30 days of start date)
7. **Academic Documents:** (needed during counseling appointment)
 - a. Middle School: Middle School Scheduling Form and a copy of current schedule or most recent report card
 - b. High School: Unofficial transcript

Other Documents (District staff may ask for any of the following when appropriate)

- Custody Documents. A copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the student.
- Guardianship Documents
- Student Service Documents: such as an IEP, GIEP, 504 (digital copies are preferred)