

SOUTHEAST DELCO SCHOOL DISTRICT

1560 DELMAR DRIVE - FOLCROFT, PA 19032

REGISTRATION REQUIREMENTS

All new parents / guardians will begin the registration process by obtaining a registration packet at one of our schools, or at the Educational Service Center. Parents must make an appointment with the school district's **registrar at 610.522.4300, extension 5301**, and bring the completed registration packet (including the forms listed below) to the Educational Service Center.

In order for students to be enrolled in the Southeast Delco School District, **ALL** of the following documents must be presented by the parent or legal guardian at the time of registration. The student's registration will remain incomplete until all the documents are presented.

- 1. Parent / Guardian Proof of Residency / Ownership:** The parent / guardian must present **PROOF OF OWNERSHIP** of the property in the district that may be in the form of a deed, tax bill, or mortgage payment book. If leasing a property, the parent's name must be indicated on the lease. The landlord, real estate company, or apartment manager may be contacted for verification.

Multiple Occupancy Affidavits are required when a parent / guardian is residing with friends or relatives. The Parent and homeowner / lessee each complete a multiple occupancy affidavit that is a sworn statement attesting to the parent's residency. The affidavits indicate that the parent and homeowner / lessee are both responsible for tuition if the student is dis-enrolled for non-residency. **THESE FORMS MUST BE NOTARIZED.**

All multiple occupancy applications will be reviewed to determine if a residency investigation is necessary. Township code enforcement officers will be contacted to verify multiple living arrangements. The homeowner will be required to verify ownership and provide one form of identification.

Multiple Occupancy Applications and Custody Affidavits are to be updated yearly. The Southeast Delco School District Registration Office will contact the parent when updated affidavits are required.

There may be a three-day waiting period for enrollment, or longer, for multiple occupancy applications. During this time, a home visit may be made to verify the living arrangement. After enrollments, follow-up procedures may include home visits and telephone calls.

- 2. Identification:** The parent / guardian must also present **three** forms of identification—a driver's license, (or any other picture identification) and two utility bills with their address. Parents / guardians may be required to submit car registrations and car insurance information.
- 3. Immunization Records:** Student immunization records are required for enrollment. In the case of a transfer student, an immunization record must be obtained from the previous school and presented at registration. The following inoculations are required according to **STATE LAW**. No student will be enrolled without immunization records signed by a medical doctor.

Students in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 3 dose of hepatitis B
- 2 doses of measles, mumps and rubella **
- 2 doses of varicella (chickenpox) vaccine or evidence of immunity

* Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

Students in grades 7 through 12 have ADDITIONAL immunization requirements for attendance:

- 2 doses of meningococcal conjugate vaccine (MCV)
 - First dose is given 11 – 15 years of age; a second dose is required at age 16 or entry into 12th grade
 - If the dose was given at 16 years of age or older, only one dose is required
 - 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if five years have passed since last tetanus immunization
4. **Certificate of Birth:** A birth certificate, hospital certificate, or baptismal certificate is required to certify the student’s date of birth. A certificate of birth is mandatory for all kindergarten and first grade students who are registered. A birth certificate is required for all transfer students.
 5. **Social Security Card:** The student’s Social Security number is requested at registration for identification purposes.
 6. **Transfer Card, Educational Records:** A transfer from indicating the student’s current grade is required for students who are transferring from either private or public schools. Parents must also sign a **Release of Records** form so the student’s records can be released from the previous school. A report card, IEP for special education and other educational records are needed for placement. High school transfer students must present a transcript of all their high school courses / grades before a schedule is issued.
 7. **Custody Documents:** When a student resides with a guardian in the district, the **Affidavit of Custody Responsibility** form must be completed by the biological parent and the guardian. The *Affidavit* stipulates that the resident guardian is supporting the child “gratis,” that is, assuming full financial and personal responsibility for the child in accordance with Section 1302 of the school code.

Guardianship may not be assumed for the purpose of enrollment in the Southeast Delco School District. The District will consider, as best evidence, a court document stipulating dependency or guardianship.
 8. **Agency Placed:** Students are accepted when placed with a district resident by a social services agency. A letter of verification from the agency is required for admission.
 9. **Parental Custody:** Students may attend Southeast Delco School District schools when they are physically residing with the district parent, regardless of which parent has legal custody.
 10. **Additional Review:** The district reserves the right to review all enrollment applications. Students will be placed in school as soon as this process is completed. Students will not be enrolled if the information presented is determined to be inaccurate.
 11. **Change of Address:** The parent must notify the registrar of a change of address and present new proof of residency. The Southeast Delco School District Registration Office will contact the parent if this information is not presented within 10 days after a change of address.

Once the registration process is completed, we will make every effort to start the child within two school days.

Welcome to the Southeast Delco School District