



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!

- Account Setup
- Complete the online registration forms
- Upload required/supporting documents (details on page 2)
- Schedule an appointment in the online portal
- Submit registration for review

Required for ALL Students in Grades K-12

<u>Parent/Guardian Documentation</u> 2 Proofs of Residence Parent/Guardian ID (in color)	<u>Student Documentation</u> Student's Proof of Age (in color) Immunization
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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
*Eye Exam		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

All required and supporting documents should be uploaded into the registration portal whether your appointment is virtual or in-person.

Parent/Guardian Documentation

1. **Two Proofs of Residence** – Upload 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/DOT Identification (with current NA address)
 - Vehicle Registration
 - Utility Bill, full statement
 - Internet/Cable Bill, full statement
 - Full Lease agreement (signed by resident and landlord)
 - Mortgage Statement
 - Property Tax Bill
 - Signed Rent receipt
 - Paid Wage Tax Receipt
 - Full Closing document (signed by all parties)
 - Deed

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

2. **Valid Identification** – Upload one (1) of the following:
 - Driver's license or other valid photo identification
 - Passport

Required Student Documentation

3. **Proof of Age** – Upload one (1) of the following:
 - Official Birth Certificate (with official raised seal)
 - Valid Passport
4. **Immunization Records** with student's full name, date of birth, and dates of immunizations listed

Additional Student Documents

5. **Student Release of Records Form:** (Grades 1-12 and if repeating Kindergarten)
6. **Health Services Forms:**
 - a. Lead Test & Eye Exam (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, DART/Speech Therapy, ESL (digital copies are preferred)