

Registration of Students in the Southern York County School District

To register your child, or a child in your care, in the Southern York County School District, you must be a resident and living in the Southern York County School District:

Please call the building your child will be attending to schedule an appointment prior to enrollment.

At the time of enrollment, we must have:

- **Proof of child's date of birth/age – ex. Birth Certificate, child's passport, records from previous school, baptism certificate**
- **2 Proofs of residency**
- **Last report card and transcripts, if applicable.** Also, if your child is receiving any special services such as special education, please provide pertinent information including most recent 504, psychological evaluation and IEP. This paperwork is needed in order for the counselor to place your child in appropriate classes and services.
- **Immunization record** (from the physician or previous school)
- **All enrollment forms** must be completed and returned to the Main Office (K-8) or School Counseling office (high school) including appropriate health and emergency care forms.
- **Requested but not required:** Custody orders between parents

- **If you are NOT a biological parent AND you have legal custody of the student the following is required:**

Non-Foster Care Students:

Court order stating that the party enrolling the child, with whom the student resides, has legal custody or guardianship of the child, and to determine who has educational rights.

Foster Care Students:

Copy of Court Order or Letter of Placement from the Children and Youth Agency responsible for the child, and the name and contact information for the Children and Youth Caseworker.

Please note: Contact must be made between the caseworker and the school district prior to enrollment to determine if the enrollment of the child in our school district is in the best interest of the child, as well as to identify who has educational rights for the child.

- **If you are NOT a biological parent and you do NOT have legal custody of the student the following is required:**

Required: *1302 Sworn Statement* before a notary (to be completed each year) indicating that you are both a resident of the district and are raising the child "gratis" (as if he/she were your own child).

By signing this sworn statement, you are swearing that the following is true:

- The child lives with you all year round (including weekends and summers)
- You will make sure the child attends school and be responsible for other school requirements
- That you are supporting the child as if he/she were your own child
- That you are not receiving personal financial gain by caring for this child (this does not include child support payments, SSI benefits, TANF benefits, or medical insurance provided by the parents that directly benefit the child and which the child is entitled to)

Requested, if available, but not required:

- Verbal consent by the parent to enroll the child in school, **or**
- Written consent (notarized) by the parent for the party enrolling to enroll the child in school, make educational decisions, and seek medical treatment on the child's behalf (this provides the caregiver with greater access to services on behalf of the child)
- Supporting documentation (if available) that the party enrolling is raising the child gratis:
 - Papers that show you took the child as a dependent on your tax return.
 - Papers that show that the child is covered by your medical insurance, state medical assistance or CHIP insurance or that you are receiving TANF benefits on behalf of the child.
 - Receipts that you have provided food, clothing or paid medical bills for the child.
 - Papers showing you are receiving child support or SSI payments for the child.

- **McKinney-Vento Eligibility** - The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular and adequate nighttime residence."

If any of the following questions apply, please answer them to determine eligibility. If they do not apply, please leave them blank.

- Does the student share housing with another family due to loss of housing or economic hardship? _____
- Does the student live in a motel, hotel, trailer park or campground due to lack of alternative accommodations? _____
- Is the student living in a car, park, public space, abandoned building, substandard housing, bus/train station? _____
- Does the student live in an emergency or transitional shelter? _____