

## Online Registration: Frequently Asked Questions

### **1. When will Online Registration be available?**

- a. Online Registration for Kindergarten begins in January of the year the student will enter Kindergarten. Online Registration for Grades 1-12 typically begin in June of the year in which they will enter and will remain open throughout that school year.

### **2. What are the benefits to Online Registration?**

- a. Online Registration will reduce the burden on our building secretaries to manually enter enrollment information prior to the start of school. Online Registration will also increase the accuracy and consistency of our data by providing a standard registration form for the district. Finally, Online Registration will save the district (and the environment!) in a vast reduction in the amount of paper the district will need to use. Paper is reduced both by not handing out paper enrollment forms as well as by scanning required documents directly into the system instead of making a paper copy.

### **3. What is the process to register a new student using Online Registration?**

- a. All parents should complete Online Registration at home and then schedule an appointment to provide their required documents and sign the final registration packet at the District Registrar's Office. If they cannot use the Online Registration tool on their own, they may schedule an appointment with the District Registration to complete the online portion at the same time as they provide documentation.

### **4. Which Registration Form should I use?**

- a. Please pick the proper registration form for the proper school year in which your child will be entering our district. Note that we do not have the capability to copy from one type of registration to another, so please be sure to use the correct form.
  - i. If your student is registering for next year's Kindergarten class, please use the Kindergarten Registration Form for the next school year.
  - ii. If your student is transferring into our Kindergarten class after school has begun, please use the Elementary Registration Form for the current school year so that we can request records from your students' prior Kindergarten class.
  - iii. For entering Grades 1 through 6, please use our Elementary Registration Form.
  - iv. For entering Grade 7 or 8, please use our Middle School Registration Form.
  - v. For entering Grades 9 through 12, please use our High School Registration Form.

### **5. I do not have access to a computer and/or the internet. How do I complete my registration?**

- a. The parent/guardian should call the District Registrar at 717-872-9550 to schedule an appointment with the District Registrar to complete online registration and then verify required documents and sign their final application.

### **6. Can I register a student that previously attend Penn Manor School District using Online Registration?**

- a. Yes! If your student previously enrolled at PMSD, withdrew for a time, and would like to return, you can and should complete Online Registration. There will be a question during your registration regarding whether you a re-enrollee or not. That will allow us to match your current information with your existing record in our system and update that record instead of creating a new one. The student will have the same Student ID as they had when they were previously enrolled with us.

- 7. I have a Sapphire Parent Account for students already attending Penn Manor. Do I need a separate account to complete the Online Registration for my new student?**
- Yes. The account created for Online Registration is a completely separate account from the Sapphire Parent Account. You will need to create an Online Registration account in order to use the Online Registration System. Your Sapphire Parent Account however can be linked to your new student once their registration has been processed and approved.
- 8. What documents should I bring to my Enrollment Appointment with the District Registrar?**
- The following documents are required in order to approve your student's registration:
    - Photo ID of Parent/Guardian registering student
    - Original Birth Certificate or Passport of student
    - Immunization Record of student
    - Proof of Residency
    - Custody Agreement(s) as applicable
  - The following documents cannot be required by law, but will greatly help Penn Manor in properly placing your student for their education at our District.
    - Special Education document(s) as applicable
    - Prior Transcript(s) or Report Card(s) as applicable
- 9. Can I register at my child's building instead of at the district office?**
- No. You must make an appointment with our District Registrar by calling 717-872-9550. Please note that walk-ins to the District Registrar's office will not be accepted.
- 10. I need translation services or do not understand how to complete the Online Registration.**
- Parents can schedule an appointment with our Registrar at the District Office to obtain help in completing their Registration. They should mention when making the appointment that they need language services or other assistance in completing their registration so that we schedule enough time to help them through the process.
- 11. Does Penn Manor do any testing prior to a student entering Kindergarten?**
- As a general rule, not typically. We enroll students in Kindergarten based on their age instead of performance on any testing. Exceptions could include Special Education.
- 12. What is the minimum age for entering Kindergarten?**
- A child shall be eligible for admission to kindergarten if s/he has attained the age of five (5) years on or before September 1 of the school year in which s/he seeks admission.
- 13. What is the minimum age for entering First Grade?**
- A child shall be eligible for admission to First Grade if s/he has attained the age of six (6) years on or before September 1 of the school year in which s/he seeks admission.
  - A student who completed Kindergarten at another public or private school at an earlier age will not be admitted to First Grade if s/he does not meet our age requirements regardless of prior school history.
- 14. How do I know which building my child will attend?**
- You will be informed of your child's tentative building placement at your District Registrar enrollment appointment. Note that elementary building placement is based on both physical location and class size. If your child's building placement changes after your appointment, you will be notified of the change.