



Hello from Springfield School District!

Springfield School District holds re-registration for all current students entering grade six and nine. In order for your child to continue their education in the Springfield School District, you must complete the re-registration process. Below you will find a Re-Registration Checklist, detailing all necessary documents, and a Student Re-Registration packet.

Here are a few tips and recommendations to keep in mind while completing the packet:

1. One Student Re-Registration Application is required for each student re-registering.
2. If possible, please complete/fill in the packet electronically; this helps with legibility.
3. Please review and complete all applicable pages of the packet; the Re-Registration application is required. Only if applicable, complete pages 5-7 (be sure to adjust the print range to include any additional pages).
4. Please print single-sided, do not print front to back.
5. Bring all documents and proofs to your scheduled appointment. All appointments are held in the Administration Office located at 200 South Rolling Rd in Springfield.

If you need assistance completing the packet or have any questions, please do not hesitate to contact our Central Registrar at 610-938-6018 or registration@ssdcougars.org.

Thank you!

Mandatory 6th and 9th Grade Student Re-Registration Checklist

STEP 1: ORIGINAL DOCUMENTS TO BRING TO YOUR APPOINTMENT:

- 1. Two Proofs of Residency from District Resident:** One from each of the following categories:

Category I:

- a. Deed or Mortgage statement/book with address (**most recent statement-within 30 days of registration**)
If payments are made electronically, letter from mortgage company with current address listed or previous year's 1098 tax form.
- b. Current Lease listing all occupants (Notarized Landlord Certification Letter required if lease is month to month or otherwise not current)

Category II:

- a. Utility Bill: Electric, Water, or Cable (Phone bill is NOT acceptable) (**most recent-within 30 days of registration**)

- 2. One Form of Parental Identification:**

- a. PA Driver's License or PA Photo ID with a Springfield/Morton address

STEP 2: FORMS TO COMPLETE, PRINT AND BRING TO YOUR APPOINTMENT:

- 1. Student Re-Registration Application** - One packet is required for each student.
- 2. Record of Divorced, Separated or Single Parents** – Please complete if applicable.
- 3. Authorization to Verify Rental Residency** – Please complete if you lease your home.

**** PLEASE HAVE YOUR PACKET COMPLETED PRIOR TO YOUR SCHEDULED APPOINTMENT ****

SPRINGFIELD SCHOOL DISTRICT - STUDENT RE-REGISTRATION APPLICATION

STUDENT INFORMATION

NAME: _____ GENDER: M F DOB: _____ SPECIAL ED:
LAST FIRST MIDDLE

HISPANIC/LATINO: Yes No ETHNICITY/RACE (check all that apply): Am Indian/Alaska Native: Asian: Black/African American: Nat Hawaiian/Oth Pacific Island: White:

CITY/STATE/COUNTRY OF BIRTH: _____ CHILD of MILITARY (Active Duty): F. EX: MIGRANT: IMMIGRANT:

PRESENT ADDRESS: _____ PHONE (Primary): _____
Street City State Zip

CHECK HERE IF: Change of Address: Change of Primary Parent/Guardian:

PARENT/GUARDIAN (P/G) INFORMATION	STATUS (Circle One):	SINGLE	MARRIED	SEPARATED ¹	DIVORCED ¹	GUARDIAN ¹	WIDOW/ER	FOSTER ²
P/G 1 NAME: _____ RELATION TO CHILD: _____ SPOUSE (STEP/OTHER): _____								
PHONE (H): _____ (C*): _____ RECEIVE SSD SMS/TEXTS*: <input type="checkbox"/> EMAIL: _____								
EMPLOYER: _____ PHONE (W): _____ ADDRESS SAME AS ABOVE: <input type="checkbox"/>								
P/G 2 NAME: _____ RELATION TO CHILD: _____ SPOUSE (STEP/OTHER): _____								
ADDRESS SAME AS ABOVE: <input type="checkbox"/> -or- ADDRESS (H): _____ <small style="margin-left: 100px;">Street</small> <small style="margin-left: 150px;">City</small> <small style="margin-left: 150px;">State</small> <small style="margin-left: 100px;">Zip</small>								
PHONE (H): _____ (C*): _____ RECEIVE SSD SMS/TEXTS*: <input type="checkbox"/> EMAIL: _____								
EMPLOYER: _____ PHONE (W): _____								

*While Springfield SD and School Messenger do not charge for receiving text messages, standard text message rates may apply.

ADDITIONAL SCHOOL-AGE CHILDREN			
NAME	SCHOOL	AGE	GRADE

OFFICE USE ONLY	
<input type="checkbox"/> PA Driver's License or PA Photo ID (REQUIRED)	<input type="checkbox"/> Multiple Occupancy
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Intent to Move
<input type="checkbox"/> PA Vehicle Registration	<input type="checkbox"/> Deed, Lease, Mortgage
<input type="checkbox"/> Pay Stub	<input type="checkbox"/> Utility Bill
<input type="checkbox"/> Voter's Registration	<input type="checkbox"/> Birth Certificate
	<input type="checkbox"/> Immunizations
	<input type="checkbox"/> 1302 Affidavit
	<input type="checkbox"/> Custody Decree ¹
	<input type="checkbox"/> Foster - Court Letter ²
Academic Yr: _____ 1 st Day of Enrollment: _____ Bldg: _____ Gr: _____	
Student ID: _____ PA Secure ID: _____ Fam# _____	

Parent/Guardian Signature _____ Date _____

Approved By _____ Date _____

THE NEXT FEW PAGES ARE ADDITIONAL FORMS
TO BE COMPLETED ONLY IF APPLICABLE.

If these forms do not apply, PRINT your packet now;
SINGLE-SIDED ONLY

If you complete any of the additional forms, please
adjust the print range to include these pages.

SPRINGFIELD SCHOOL DISTRICT

PROCEDURES FOR CHILDREN WHOSE PARENTS ARE DIVORCED, SEPARATED, OR SINGLE

Registration Details

Child must be living with parent residing in Springfield School District a minimum of 50% of the full week throughout the calendar year. If the child is residing with both parents equally, the resident parent will be labeled as the primary contact. If both parents reside in the District, the parent registering the child will be labeled as the primary contact. A copy of these procedures, with the signature page, will then be provided to each parent if requested. Parents are responsible for carrying out their responsibilities regarding these procedures.

Children of Single, Separated or Divorced Parents with Custody Decree

The registering parent must complete the next page and present the custody documents to the Central Registrar. The school district will follow the terms of the custody decree specifically. A copy of the document will be maintained in the child's school file, along with these procedures.

Children of Single, Separated or Divorced Parents with No Custody Decree

The registering parent must present a **notarized** letter stating the custody/living arrangements of the child. The next page of this form may be notarized and used as an alternative to a notarized letter. The school district will follow the terms of the notarized letter/form specifically. A copy of the document will be maintained in the child's school file, along with these procedures.

Student Record Details

The registering parent will routinely receive all correspondence and communications regarding their child. If allowed access, the non-registering parent may request, in writing, the same information. This request should be addressed to the building principal. Both parents will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents' responsibility to keep the school informed of their current addresses, email and phone numbers.

The registering parent will be notified in the event of serious accidents. If this parent is not available, the person(s) listed on the health emergency card will be contacted. If these contact persons are not available, the non-registering parent will be contacted if possible. The non-registering parent may request, in writing, that he/she be notified in the event of a serious accident. The District will make reasonable efforts to comply with such requests.

RECORD OF DIVORCED, SEPARATED OR SINGLE PARENTS

Parents are: Divorced Separated Single

Is there a custody decree? Yes (Copy must be submitted) No
 Check here to indicate "No Changes" to your custody decree

Student's Name _____ School _____

Student's Name _____ School _____

Student's Name _____ School _____

Parent 1 – Student's Primary Residency:

Days of the week and time at residence: _____

Other People Residing in the Household of Parent 1 (e.g. Step Parent):

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Parent 2 – Student's Secondary Residency/Not Residing (REQUIRED):

Name: _____ Relationship _____

Address: _____

Phone: _____ (H) _____ (W) _____ (C)

Days of the week and time at secondary residence (if applicable):

Parent 2 Access/Rights:

YES NO

Can pick up child(ren) from school:

Can be contacted by the nurse if registering parent unavailable:

Can access the district's parent portal to view grades, attendance, etc:

Other pertinent information you would like for us to know:

Provide Names:

Who can pick up the child(ren) from school: _____

Who can be contacted by the nurse if registering parent unavailable: _____

Who can access HAC to grades, attendance, etc.: _____

By my signature, I affirm that the information above is correct to the best of my knowledge and that I have received a copy of the school district's procedures for children whose parents are divorced, separated or single.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

Sworn to and subscribed before me this _____ day of _____, 20 _____

NOTARY PUBLIC

SPRINGFIELD SCHOOL DISTRICT
AUTHORIZATION TO VERIFY RENTAL RESIDENCY

I, _____, do hereby give the Springfield School District authorization to contact my landlord to verify residency on the following property:

Address

Address

Rental Beginning and Ending Dates

Authorization Form dated _____

Landlord's Name

Lessee's Signature

Landlord's Telephone Number

Lessee's Telephone

Landlord's Fax Number