



1 WEST MAIN ST., SUITE 400  
 NORRISTOWN, PA 19401  
 WWW.PAVCSK12.ORG  
 TF: 866.PAVCSK12  
 (866.728.2751)  
 PH: 610.275.8500

## Student Document Checklist

1. Once you have completed the online application, please submit **copies** of the following documents:

Submitted	Document	Explanation
	<b>Birth Certificate</b>	<p>If the student's birth certificate is not available, documentation of age required for admission may be satisfied by a: Duly Certified Baptismal Certificate showing the date of birth, Valid Passport or a duly attested transcript of the birth certificate.</p> <p>You can also request a copy of your child's original birth certificate from <a href="http://www.vitalchek.com">www.vitalchek.com</a></p> <p><b>*Please note: The <i>Original</i> birth certificate will be required at the Face to Face Enrollment Conference.</b></p>
	<b>Immunization Record</b>	<p>If you have specific questions regarding your child's immunization record, please contact Pupil Health at (866) 728-2751.</p>
	<b>Proof of Residence</b>	<p>We can accept: A Pennsylvania Driver's License, a deed, a lease, current utility bill, property tax bill, vehicle registration <i>with proof of insurance</i>, or Department of Transportation identification card.</p>

2. To better serve you, please also submit **copies** of the following documents:

Submitted	Document	Explanation
	<b>Most Recent School Issued Report Card and/or transcript</b>	<p>Your school can provide you with this document.</p> <p>Unfortunately, we are unable to accept computer printouts from a parent/student account.</p> <p><b>*Please note: High School students should submit a copy of their current transcript for credit validation.</b></p>
	<b>School Issued Attendance Verification</b>	<p>This information is often located on the report card. If it is not, please request a copy of your child's attendance information to date from his/her school.</p> <p>Unfortunately, we are unable to accept computer printouts from a parent/student account.</p>
	<b>School Issued Discipline Report (if applicable)</b>	<p>If your child has been suspended or expelled for any reason, please submit a copy of his/her discipline record to date. Your child's school can provide this information.</p> <p>Unfortunately, we are unable to accept computer printouts from a parent/student account.</p>



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## Student Documents Checklist (cont.)

3. For Students with Special Education needs, please submit **copies** of the following documents:

Submitted	Document	Explanation
	<b>Evaluation Report (ER)</b>	If you do not have this document, your school can provide you with this document..
	<b>Individualized Education Program (IEP)</b>	If you do not have this document, your school can provide you with this document.
	<b>Notice of Recommended Educational Placement (NOREP)</b>	If you do not have this document, your school can provide you with this document.  *Please note: If your child has exited the Individualized Education Program, you should have an exit NOREP.

4. For gifted students, please submit **copies** of the following documents:

Submitted	Document	Explanation
	<b>Gifted Written Report (GWR)</b>	If you do not have this document, your school can provide you with this document.
	<b>Gifted Individualized Education Program (GIEP)</b>	If you do not have this document, your school can provide you with this document.
	<b>Notice of Recommended Assignment (NORA)</b>	If you do not have this document, your school can provide you with this document.

**Documents can be faxed or emailed to your regional enrollment team.**