



CHESTER UPLAND SCHOOL DISTRICT

1350 Edmont Avenue
Chester PA, 19013

REGISTRATION CHECKLIST

REGISTRATION LOCATIONS:

- **Effective April 1, 2025, students with IEPs and without IEPs will register at your local neighborhood school.**
- **For students with IEPs,** School secretaries will enter the registration information into the information system and submit special education related documents (IEPS, evaluation reports, etc.) to the Special Education Department. The Special Education Department will review documents to assign a school and case manager based on the programming needs of the students. **The Special Education Department will contact the family to inform them of the school assignment, program, and case manager to avoid delays in enrollment (typically within 5 days).**

Chester High School (Grades 9-12)

232 W 9th Street, Chester, PA 19013
610-447-3700

STEM Academy at Showalter (Grades 9-12)

1100 W 9th Street, Chester, PA 19013
610-447-3650

Edmont Scholars Academy (Grades 6-8)

1350 Edmont Avenue, Chester, PA 19013
484-465-1236

Toby Farms Intermediate School (Grades 6-8)

201 Bridgewater Road, Chester Twp, PA 19015
610-447-3815

Chester Upland School of the Arts (Grades PreK-5)

501 E 9th Street, Chester, PA 19013
610-447-3777

Edmont Scholars Academy (Grades PreK-5)

1450 Edmont Avenue, Chester, PA 19013
610-872-1358

Main Street Elementary School (Grades PreK-5)

705 Main Street, Upland, PA 19015
610-447-3685

Stetser Elementary School (Grades PreK-5)

808 E 17th Street, Chester, PA 19013
610-447-3795

Design Digital Thinking Academy

See CUSD Website for registration instructions.

PLEASE MAKE SURE YOU HAVE THE FOLLOWING ORIGINAL DOCUMENTS:

- **Withdrawal/Transfer Form – from previous school**
- **Copy of last report card or transcript**
- **Birth certificate - If the student resides with anyone other than a parent & is under 18 years of age, a legal court document stating guardianship must be provided. Notarized statements are not accepted.**
- **Immunization Verification Forms: The following forms are required for enrollment:**
 - 4 doses of DTaP + 1 booster ... Total of 5 shots (Diphtheria, Tetanus)
 - 4 Polio (OPV or IPV)
 - 2 MMR (Measles, Mumps and Rubella)
 - 2 Varicella (Chicken Pox)
 - 2 Meningitis (1 of them after age 16)
 - 3 Hepatitis B (3rd dose MUST BE AFTER THE FIRST 2)
 - **ALL SHOTS MUST BE ADMINISTERED BEFORE CHILDREN CAN START SCHOOL.**

NO EXCEPTIONS!!!!

- **Lease, Deed, or Mortgage Book (MUST be in the name of the parent or guardian)**
 - If you live with a resident of CUSD, a lease, or deed to a property must be provided by that resident and your application will be processed under the CUSD Multiple Occupancy procedure.
 - If your child lives with a resident of CUSD, a Parental Delegation Form must be on file and the resident must complete the application process.
 - Both forms are available at the CUSD Administrative Office, 1350 Edgmont Avenue.
- **Any two of the following:**
 - Valid Driver's License
 - Utility Bill (electric/gas, phone bill) within 30 days of showing your current name and address
 - Current and Valid PA State Assistance Verification Form
- **For Foster students, a copy of your Agency Letter**

PLEASE BE AWARE THAT INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.



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APPLICATION FOR ENROLLMENT

Student Name: _____
Last Name First Name Middle Init

Date of Birth: _____ Sex: ☐ M ☐ F ELL: ☐ Yes ☐ No Foster Child: ☐ Yes ☐ No

Racial Code: ☐ Native American ☐ African American ☐ Asian ☐ White ☐ Latino ☐ Other/Multiracial

Has an IEP? ☐ Yes ☐ No Excep Code: _____ Has a 504 Plan? ☐ Yes ☐ No

Parent Signature: _____ Case Manager: _____

PRIMARY GUARDIAN INFORMATION:

Name: _____ Student lives with: Yes / No

Relationship: ☐ Mother ☐ Father ☐ Grandmother ☐ Grandfather ☐ Foster ☐ Other (specify): _____

Address: _____

Email: _____

Phone: Home: _____ Work: _____ Cell: _____

ADDITIONAL CONTACTS

Emergency Contact #1: _____

Relationship: ☐ Mother ☐ Father ☐ Grandmother ☐ Grandfather ☐ Foster ☐ Other (specify): _____

Address: _____

Phone Number #1: _____ Type: ☐ Home ☐ Mobile ☐ Work

Phone Number #2: _____ Type: ☐ Home ☐ Mobile ☐ Work

 Emergency Contact #2: _____

Relationship: ☐ Mother ☐ Father ☐ Grandmother ☐ Grandfather ☐ Foster ☐ Other (specify): _____

Address: _____

Phone Number #1: _____ Type: ☐ Home ☐ Mobile ☐ Work

Phone Number #2: _____ Type: ☐ Home ☐ Mobile ☐ Work

 Emergency Contact #3: _____

Relationship: ☐ Mother ☐ Father ☐ Grandmother ☐ Grandfather ☐ Foster ☐ Other (specify): _____

Address: _____

Phone Number #1: _____ Type: ☐ Home ☐ Mobile ☐ Work

Phone Number #2: _____ Type: ☐ Home ☐ Mobile ☐ Work

ENROLLMENT INFORMATION

School: _____ Previous School: _____

Date of Entry: _____ Grade: _____ Homeroom: _____ Student ID: _____

TRANSPORTATION ACTION REQUESTED (Check where appropriate)

☐ Bus service not requested ☐ Both AM & PM ☐ AM Only ☐ PM Only

Transportation Office Use Only

Date Bus Will Start: _____

AM Bus # / Stop # / Location / Time: _____

PM Bus # / Stop # / Location / Time: _____

Copy to: Office Nurse Transportation Parent



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Pupil Medical Information Record: Contacts

Dear Parents,

Welcome to the Chester Upland School District. We are gathering this vital information about your child so that a school medical record may be started or updated, thereby helping our nurses to better serve your child if an emergency situation should arise.

Please complete every item in each section and write as legibly as possible. Respond N/A if not applicable.

Student Name	Date of Birth	Address	Phone Number

Family Data (please include siblings, as well)

Relationship	Full Name	School (if applicable)	Lives with Y or N	Home or Cell Phone	Work Phone

Childhood Diseases: Check off and give dates if possible

Measles _____	Chicken Pox _____	Roseola _____
Mumps _____	Scarlet Fever _____	Whooping Cough _____
Rubella _____	Rheumatic Fever _____	Other _____

Serious Illness

Frequent Ear Infections _____	Asthma _____	Recurring Bronchitis _____
Bladder/Kidney Problems _____	Diabetes _____	Epilepsy _____
Chronic Nosebleeds _____	Heart Disease _____	Pneumonia _____

Operations and Hospitalizations

Appendectomy _____	Tonsillectomy _____	Hernia Repair _____
Heart Surgery _____	Tubes in Ear _____	Concussion _____

Fractures	Yes	No	Describe	_____
Current Medications	Yes	No	Describe	_____
Allergies	Yes	No	Describe	_____
Hearing	Yes	No	Describe	_____
Vision	Yes	No	Describe	_____
Wears Glasses	Yes	No	Describe	_____
Normal Pregnancy & Birth	Yes	No	Describe	_____

Copy to: Office Nurse Transportation Parent



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Emergency Contacts

Please list emergency contacts other than parents/guardians. These contacts will be used in case of an emergency when a parent cannot be reached.

Emergency Contact 1

Name (First, Middle, Last)

Relationship to Student

Home Phone

Mobile Phone

Work Phone

Email Address

Emergency Contact 2

Name (First, Middle, Last)

Relationship to Student

Home Phone

Mobile Phone

Work Phone

Email Address

Emergency Contact 3

Name (First, Middle, Last)

Relationship to Student

Home Phone

Mobile Phone

Work Phone

Email Address

Copy to:

Office

ELL Department

Parent



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Home Language Survey (HLS)

DATE The Civil Rights Act of 1964, Title VI requires that school districts/charter schools identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification. Parents of new and re-entering students must complete this form as part of registration to attend school.

Date: _____

School: _____

Name of Student: _____

Grade: _____

1. What is the student's first language? _____

2. Does the student speak a language other than English? ☐ Yes ☐ No

If yes, specify language. (*Do not include languages learned in school.*): _____

3. What language is spoken in your home? _____

Person completing this form (*if other than parent/guardian*)

Parent/Guardian Signature

Copy to:

Office

ELL Department

Parent



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Parental Registration Statement

Student's Name: _____

Date of Birth: _____

Grade: _____

Parent/Guardian: _____

Address: _____

Telephone Number: Home _____

Cell: _____

Pennsylvania School Code 13-13004-A states in part, "prior to admission to any school entity, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act of offense involving weapons, alcohol, or drugs, sexual violence, or for the willful infliction of injury to another person or for any violence committed on school property.

Please complete the following:

I hereby swear or affirm that my child was _____, was not _____ previously suspended or expelled or is _____, is not _____ presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act of offense involving weapons, alcohol, or drugs, sexual violence, or for the willful infliction of injury to another person or for any violence committed on school property.

I make this statement subject to the penalties of P.S. 13-1304-A(b) and Pa. C.S.A. 4904, relating to unsworn falsification to authorities, and the facts herein are true and correct to the best of my knowledge, information and belief.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of School from which student was expelled: _____

Date of suspension or expulsion: _____

Reason for suspension or expulsion (*Optional*): _____

Signature of parent or guardian

Date

Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.

Copy to:

Office

Records Department

Parent



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General Release Authorization

Photo/Video Release

We are very proud of our school and particularly of our students. Photos and videos of our students who are involved in a variety of school-related activities are taken by and used by our staff, local newspapers and TV stations. Internally, we record videos and take photos that are used on our own Educational Cable Channel 11 and on the school web site and other media. The district's Community Relations Department regularly uses student photos in district publications and promotional materials as well. These lines of communication allow the district to recognize our students' achievements - especially on our own website and cable channel.

As the parent/guardian of a Chester Upland student, we ask your permission to include your child's photo/artwork on our website and all other print media. (Only first names will be used on the website.) We also ask your permission to allow your child to be videotaped by our own employees for broadcast on Channel 11 and by local TV news channels.

Please select the appropriate answer to indicate if you do or do not want your child's photo or likeness to appear in any of these media venues. required

- ☐ Yes, my child's photo or likeness may be used in any media or communications by the Chester Upland School District.
- ☐ No, my child's photo or likeness may not be used in any media or communications by the Chester Upland School District.

U. S. Military Access to Student Information – High School Students Only

Pursuant to ESSA, each local educational agency (LEA) receiving assistance under ESSA shall provide, upon a request made by a military recruiter or an institution of higher education (IHE), access to the name, address, and telephone listing of each secondary school student served by the LEA, unless the parent of such student (or the student if he or she has attained 18 years of age) has submitted a written request to the LEA to opt out of the disclosure of such information, in which case the information may not be released without the parent's (or the student's) prior written consent

- ☐ I authorize the release of this information for myself or my student
- ☐ I do not authorize the release of this information for myself or my student

Copy to:

Office

Records Department

Parent



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Authorization for Release and/or Receipt of Information

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY

STUDENT'S NAME: _____ DATE OF BIRTH: _____

This will authorize the CHESTER UPLAND SCHOOL DISTRICT to release and/or receive confidential or educational information to and/or from (Name, Address, Fax Number, and Contact Person of School or Agency):

Name Fax Number

Address, City, State, Zip

Contact Person and Department

Information requested:

1. Transcript of courses, and grades at time of withdrawal
2. Testing results (includes state, local and individual psychological tests)
3. Complete health records, including immunizations
4. Special education records, (IEP, evaluation reports, permission(s) to evaluate, invitations and NOREPS)
5. Disciplinary records
6. Attendance

Please forward the information to the address checked below:

- ☐ Special Education Administration, 232 W 9th St, 1st Fl, Chester, PA 19013 Phone: 610-424-4291
- ☐ Main Street Elementary School, 704 Main Street, Upland, PA 19015 Phone: 484-763-3072
- ☐ Stetser Elementary School, 808 E. 17th Street, Chester, PA 19013 Phone: 484-763-2497
- ☐ CUSA - Chester Upland School of the Arts, 501 E. 9th Street Chester, PA 19013 Phone: 484-465-1157
- ☐ Toby Farms School, 201 Bridgewater Road, Brookhaven, PA 19015 Phone: 610-447-3815
- ☐ Chester High School, 232 W. 9th Street, Chester, PA 19013 Phone: 610-447-3700
- ☐ S.T.E.M Academy at Showalter, 1100 W. 10th Street, Chester, PA 19013 Phone: 484-465-1156
- ☐ Edgmont Scholars Academy (PreK-5) 1450 Edgmont Avenue, Chester, PA 19013 Phone: 610-872-1358
- ☐ Edgmont Scholars Academy (6-8), 1350 Edgmont Avenue, Chester, PA 19013 Phone: 484-465-1236

PARENT/GUARDIAN SIGNATURE

Print Name and Relationship to Student

Phone Number

Date *(Unless revoked, this authorization will automatically expire 1 year from this date.)*

Parental permission is not required when records are requested by authorized school personnel – it is not necessary to obtain written consent for the transfer of records from one school to another – Family Education Rights & Privacy Act (Buckley Amendment 99:331 dated June 17, 1976.