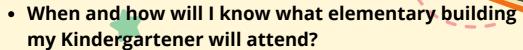


## • Who is eligible to register?

- All families living in Chambersburg Area School District with a child who
  will be five years of age before September 1, 2024, are invited to
  register.
- Where does registration occur?
  - Registration occurs online through the Registration Sapphire Portal.
     Click link and see step-by-step guide below.
- When is registration open?
  - January 16, 2024 The sooner your register, the sooner you will receive important information regarding your student's tentative school assignment and transportation information.
- What needs to be included in the application?
  - **All** pages of the application must be completed, and the following documents must be **uploaded**:
    - Proof of Age
    - Proof of Residency in CASD
    - Record of Immunizations
  - Note: Check out the "Help Guide: Registration and Enrollment Required Documents" below for questions about acceptable uploads.
- · How can I get help with completing the online application?
  - Contact the **Student Registrar** (contact information on next page) to schedule an **in-person registration appointment**.
  - At this appointment, bring paper copies of your student's Proof of Age,
     Proof of Residency in CASD, and Record of Immunizations.
- How do I know if my registration is complete?
  - You will see the **Registration Completed screen** AND you will receive an **email**.
- What do I do after I complete my registration?
  - **Send an Email** to **registration@casdonline.org** with your student's name and date of birth.
- How do I know if my registration has been approved?
  - The Registrar will email you back to notify you that your registration has been approved OR will notify you of any necessary changes that need to be made before approval can occur.



- When your registration is completed and approved, you will receive notification of your student's tentative building assignment, which is based off your home address in CASD, or babysitter's address in CASD if you will be using a babysitter.
- Notes: YMCA before and after care is **not** considered babysitter address and will not impact student's building assignment. If your child will need **specific** educational programming offered at only **specific** buildings, our **Special Education department** will discuss that with you during your transition meeting.
- When and how will I know transportation information for my Kindergartener?
  - If you have completed a Kindergarten Registration and signed up for a Sapphire Community Web Portal by July 15th, you will see transportation information in your Community Web Portal by August 12.
- How do I request a Community Web Portal Account or add my Kindergartener to an existing account?
  - **Directions** in **English** and **Spanish** are linked below. You will not be able to see your student's information in the Community Web Portal until **after** the current school year is **over**.
- What can I do to help prepare my Kindergartener for school?
  - Check out the information posted below under Kindergarten Readiness Resources.
- What will the school be doing to help my Kindergartener's transition into the school year?
  - In-person events at your student's tentatively assigned elementary building will occur during the summer. Information about those events will be available on this website, District Social Media, and communication to you from the school.
- I have questions that have not been answered on this site. Who do I contact?
  - District Registrar
    - registration@casdonline.org, 717-709-4084
  - Becca Petersheim, Supervisor of Transitional Services
    - rebecca.petersheim@casdonline.org, 717-709-2323