



Online Kindergarten Registration Guide

Online Registration Overview



- The first step in registering your child for Kindergarten is completing the online registration.
- You will create an account for the Registration Sapphire Portal. **This is different from the Community Sapphire Portal.**
- Once you confirm this account, you will complete the 13-page online registration form.
- After submitting the online form, you will email the CASD Registrar.
 - *Note: You will get an automated email when you submit the registration, but you still need to email registration@casdonline.org.*
- The Registrar will review your online registration and reply to you regarding its status (approved or further information needed for approval).



Accessing Online Registration



Accessing Online Registration

- Go to casdonline.org.
- Click on **New Student Registration**.



- Once on the Student Registration page, click on **Kindergarten Registration**.
- Click on the live link to online registration.

To enroll your student in CASD, [Click Here](#) for our online registration.

Please be sure to email the Registrar at elizabeth.henicle@casdonline.org after you have complete the online registration.

Creating Sapphire Registration Account



Creating Sapphire Registration Account

- If you have previously created a Sapphire Registration account, you may use the same Sapphire Registration account and proceed to the next step.
- If you have not previously created a Sapphire Registration account, click on **Create a New Account**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Chambersburg Area School District

Registration Login

Chambersburg
AREA SCHOOL DISTRICT

Chambersburg Area School District

Email:

Password: [Forgot Password?](#)

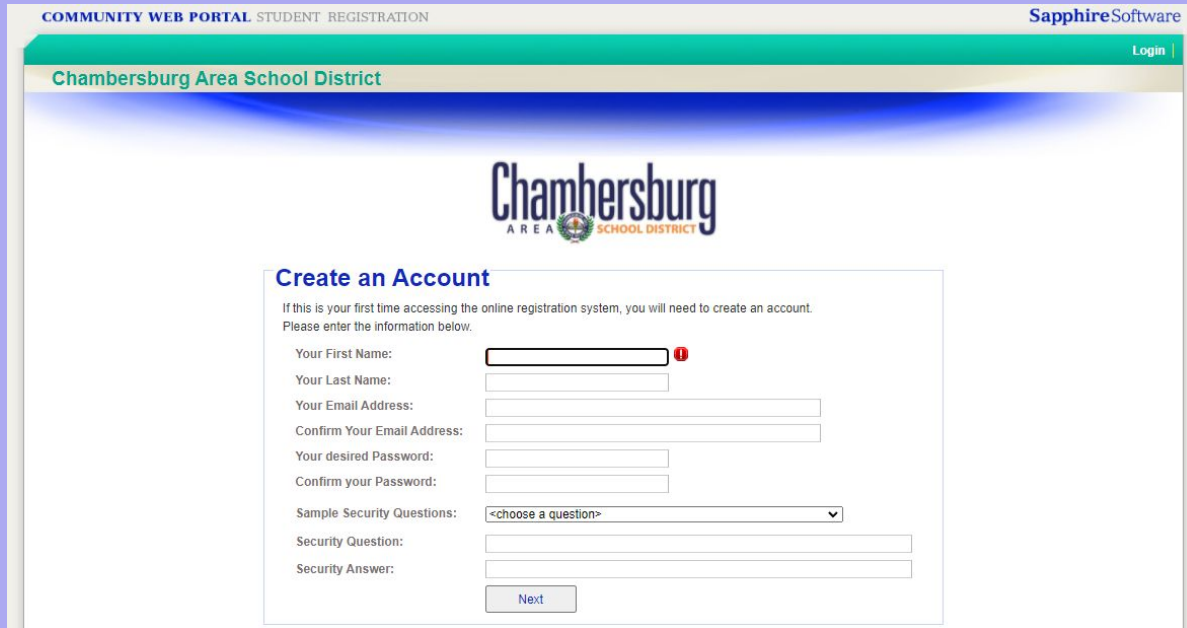
[Login](#)

[Create a New Account](#) [Confirm My Email Address](#)

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Creating Sapphire Registration Account

- Complete the fields on the **Create an Account** page, and click **Next**.

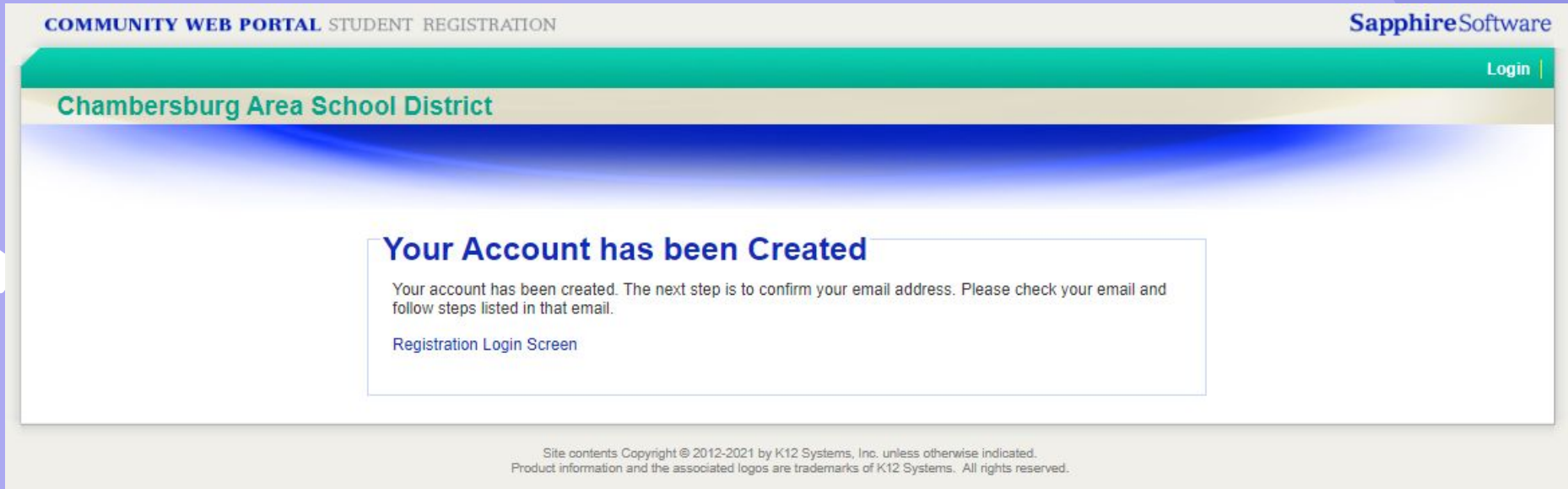


The screenshot shows the 'Create an Account' page of the Sapphire Software registration system. The page header includes 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. The main heading is 'Chambersburg Area School District'. The central form is titled 'Create an Account' and contains the following fields and instructions:

- Create an Account**
- If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.
- Your First Name:
- Your Last Name:
- Your Email Address:
- Confirm Your Email Address:
- Your desired Password:
- Confirm your Password:
- Sample Security Questions:
- Security Question:
- Security Answer:
- Next** button

Creating Sapphire Registration Account

- You should then see this screen.



The screenshot shows a web portal for student registration. At the top, it says 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' on the left and 'SapphireSoftware' on the right. Below this is a green header bar with 'Chambersburg Area School District' on the left and a 'Login' link on the right. The main content area has a blue gradient background. A white box in the center contains the text: 'Your Account has been Created', 'Your account has been created. The next step is to confirm your email address. Please check your email and follow steps listed in that email.', and a link for 'Registration Login Screen'. At the bottom, there is a copyright notice: 'Site contents Copyright © 2012-2021 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems. All rights reserved.'

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Login

Chambersburg Area School District

Your Account has been Created

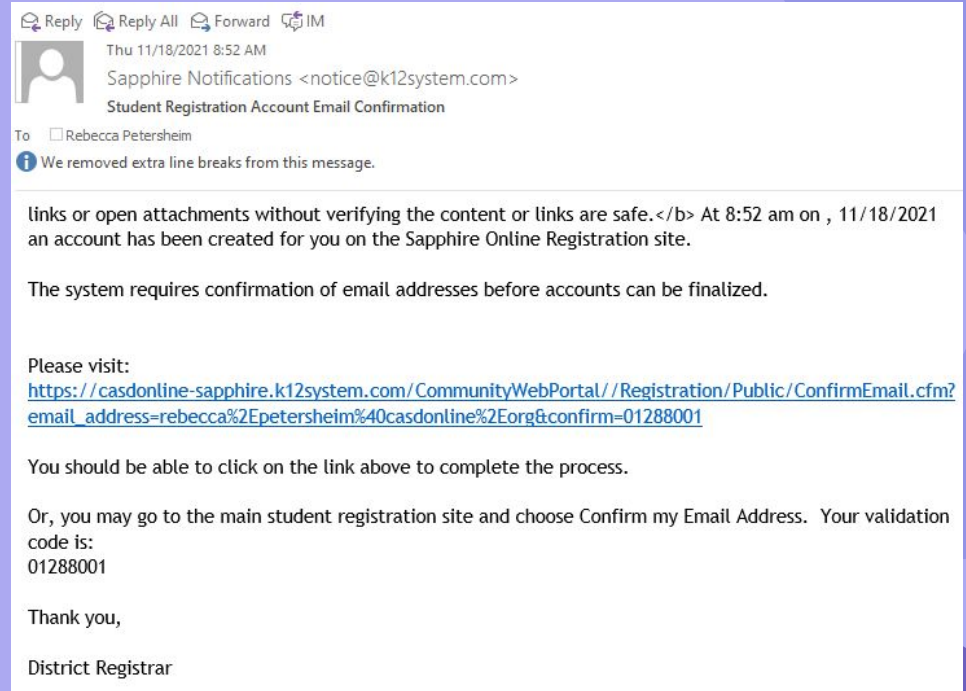
Your account has been created. The next step is to confirm your email address. Please check your email and follow steps listed in that email.

[Registration Login Screen](#)

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Creating Sapphire Registration Account

- Check your email inbox. You should find a email similar to the one to the right:
- Confirm your email address by:
 - Clicking the live link in the email, OR
 - Typing in the validation code included in the email on the Student Registration Sapphire Site.




Creating Sapphire Registration Account

- After confirming your email account, log in with your email address and chosen password.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Chambersburg Area School District

Registration Login



Chambersburg Area School District

Email:

Password: [Forgot Password?](#)

[Create a New Account](#) [Confirm My Email Address](#)

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Completing Sapphire Registration Form



Completing Sapphire Registration Form

- After logging in, click **Create** under the **Kindergarten Registration** link, **NOT** the Registration Form link.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Welcome Rebecca



Start a New Registration with Chambersburg Area School District

2022-2023 Kindergarten Registration ONLY
(CLASS OF 2035)

CREATE ▶

Registration Form (Current Kindergarten-12th
Grades)

CREATE ▶

Completing Sapphire Registration Form

- Fill in the required fields on the Registering a New Student page.
- Click Begin Registration.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: New Student Registration Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Chambersburg
AREA SCHOOL DISTRICT

2022-2023 Kindergarten Registration ONLY (CLASS OF 2035)

Registering a New Student

To start your student's registration, please answer the following questions:

Student's First Name:*

Student's Last Name:*

Student's Gender:*

Student's Date of Birth:* (mm/dd/yyyy)

Has this student ever been enrolled in this school/district before?

[Begin Registration](#)

Completing Sapphire Registration Form

- Read through the **Welcome** page, and click **Next**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Registering: Graham Petersheim

Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Welcome to Chambersburg Area School District: > Online Registration Introduction

Page 1 of 13

NEXT ▶

Home

Index

Messages

Save

Print

Welcome—

Welcome to the Chambersburg Area School District Online Kindergarten Registration process. Please complete and submit the online registration according to the directions.

Please complete each section prior to submission. You can stop and save at any time. Use the index to move to the page that you need to resume the process.

For additional help on sections, please click on the blue question mark to the left.

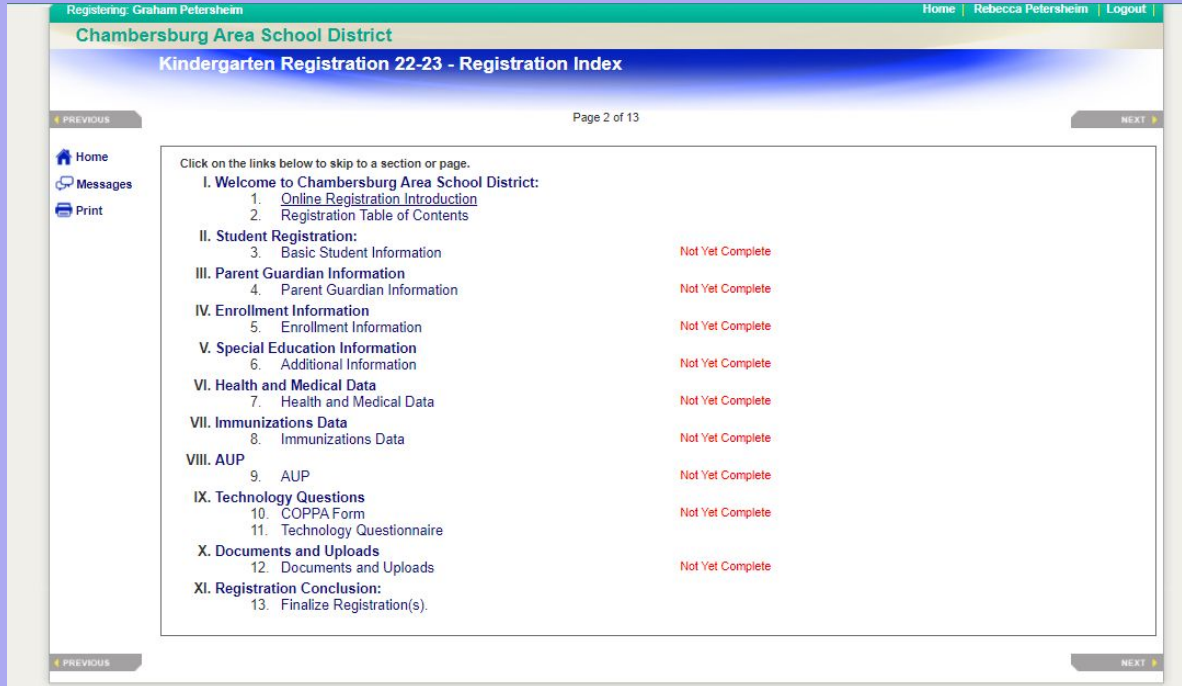
If you need any assistance please contact Elizabeth Henicle, by email at elizabeth.henicle@casdonline.org or by phone at 717-709-4084.

NEXT ▶

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Completing Sapphire Registration Form

- The **Registration Index** page shows you the components of the online form that you will complete.
- Click **Next**.



Registering: Graham Petersheim Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Kindergarten Registration 22-23 - Registration Index

Page 2 of 13

Click on the links below to skip to a section or page.

I. Welcome to Chambersburg Area School District:	
1. Online Registration Introduction	
2. Registration Table of Contents	
II. Student Registration:	
3. Basic Student Information	Not Yet Complete
III. Parent Guardian Information	
4. Parent Guardian Information	Not Yet Complete
IV. Enrollment Information	
5. Enrollment Information	Not Yet Complete
V. Special Education Information	
6. Additional Information	Not Yet Complete
VI. Health and Medical Data	
7. Health and Medical Data	Not Yet Complete
VII. Immunizations Data	
8. Immunizations Data	Not Yet Complete
VIII. AUP	
9. AUP	Not Yet Complete
IX. Technology Questions	
10. COPPA Form	Not Yet Complete
11. Technology Questionnaire	
X. Documents and Uploads	
12. Documents and Uploads	Not Yet Complete
XI. Registration Conclusion:	
13. Finalize Registration(s)	

Completing Sapphire Registration Form

- Complete the required fields on **Basic Student Information** page (Student Basic Info, Student Address Information, Early Childhood Programing).
- Click **Next**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Student Registration: > Basic Student Information

PREVIOUS Page is not yet complete Page 3 of 13 NEXT

Student Basic Info
Enter the student name exactly as it appears on the Birth Certificate

Student's First Name *

Student's Middle Name

Student's Last Name *

Suffix

Student's Gender *

Student's Date of Birth *

Main Phone Number (this number will be used for automated calls).
Enter number with no formatting. For example 7177094084 *

Email Address (primary parent's email address)

What Grade level will your child enroll in? *

Is the student's parent and/or guardian an active duty member of a
branch of the armed forces (Army, Navy, Air Force, Marine Corps,
Coast Guard) including full time National Guard duty? *

Completing Sapphire Registration Form

- On the **Parent Guardian Information** page,
 - Enter at least two contacts for the student.
 - If you will use a babysitter for your child be sure to add their information as a contact.
 - You can add up to five contacts.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Parent Guardian Information > Parent Guardian Information

PREVIOUS Page is not yet complete Page 4 of 13 NEXT

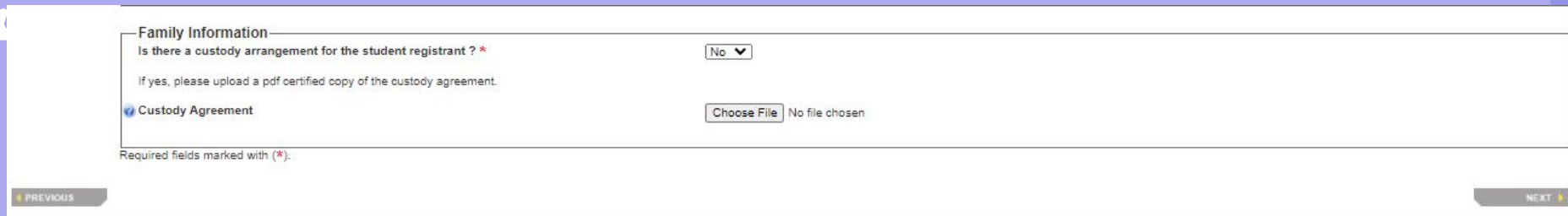
[Home](#) [Index](#) [Messages](#) [Save](#) [Print](#)

☒ Parent /Guardian/Babysitter Information (if you have a PO Box, please enter under Mailing Address Contact type). ENTER AT LEAST 2 CONTACTS. Please add both parents and any babysitter information here, with your primary contacts first. (1)
ONE CONTACT MUST BE FILLED IN FOR EACH PARENT/GUARDIAN. FAILURE TO DO THIS MAY RESULT IN A PARENT NOT BEING GRANTED A PORTAL ACCOUNT OR ACCESS TO IMPORTANT STUDENT INFORMATION.
PLEASE ADD ANYONE THAT MAY BE CALLED UPON TO PICK UP YOUR STUDENT IN AN EMERGENCY SITUATION.

Parent / Guardian / Babysitter / Emergency Contact / Mailing Address type *	Mother ▼
Parent / Guardian Title (Mr, Mrs, Ms)	Mrs
First Name *	Rebecca
Last Name *	Petersheim

Completing Sapphire Registration Form

- On the **Parent Guardian Information** page,
 - Scroll to the bottom of the page and fill in the required fields under **Family Information**.
 - Upload a Custody Agreement if **Yes** is selected.
 - Click **Next**.



The screenshot shows the 'Family Information' section of a registration form. It contains a dropdown menu for 'Is there a custody arrangement for the student registrant ? *' with 'No' selected. Below this is a text prompt 'If yes, please upload a pdf certified copy of the custody agreement.' and a file upload section for 'Custody Agreement' with a 'Choose File' button and the text 'No file chosen'. At the bottom left is a 'PREVIOUS' button and at the bottom right is a 'NEXT' button. A note at the bottom left states 'Required fields marked with (*)'.

Family Information

Is there a custody arrangement for the student registrant ? *

If yes, please upload a pdf certified copy of the custody agreement.

☒ Custody Agreement No file chosen

Required fields marked with (*).

[< PREVIOUS](#) [NEXT >](#)

Completing Sapphire Registration Form

- Complete the required fields on Enrollment Information page.
- Click Next.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Enrollment Information > Enrollment Information

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Enrollment Information

Student's Ethnicity *

Is any language other than English spoken in the home? *

Do you need an interpreter? *

What is the language that your child first learned to speak? *

Country of Student's Birth

State of Student's Birth *

City of Student's Birth *

Date First Enrolled in USA

Date First Enrolled in State

Will your child attend a babysitter when they start school?

If yes, is the babysitter AM, PM or Both?

If your child does have a babysitter, please make sure you have added them as a contact.

Has your child attended Chambersburg School District previously?

Required fields marked with (*).

PREVIOUS NEXT

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Completing Sapphire Registration Form

- Complete the required fields on **Special Education Information** page.
- Click **Next**.

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Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Special Education Information > Additional Information

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Special Services IEP
Does your child have an IEP ? *

No ▾

Special Needs Checklist
Do any of the following apply to this student from their previous school? Please check all that apply.

- ☐ Student received Speech / Language Therapy
- ☐ Student is Deaf / Hearing Impaired
- ☐ Student received Occupational Therapy
- ☐ Student received Learning Support Services
- ☐ Student Received Autistic Support
- ☐ Student received Adaptive Physical Education
- ☐ Student received Physical Therapy
- ☐ Student is Blind / Visually Impaired
- ☐ Student received Emotional Support
- ☐ Student received Title I Services (Reading Support)
- ☐ Student had Support Aide at School
- ☐ Student received Alternative Education Services

Additional Information

Required fields marked with (*).

PREVIOUS NEXT

Completing Sapphire Registration Form

- Complete the required fields on **Health and Medical Data** page.
- Click **Next**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION Sapphire Software

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Health and Medical Data > Health and Medical Data

← PREVIOUS Page is not yet complete Page 7 of 13 NEXT →

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Health and Medical Data
Please check any health concern you or your child's doctor have noticed.

Are any of these conditions considered "Life Threatening"? *

If so, please notify the school nurse for further instruction to protect your child at school.

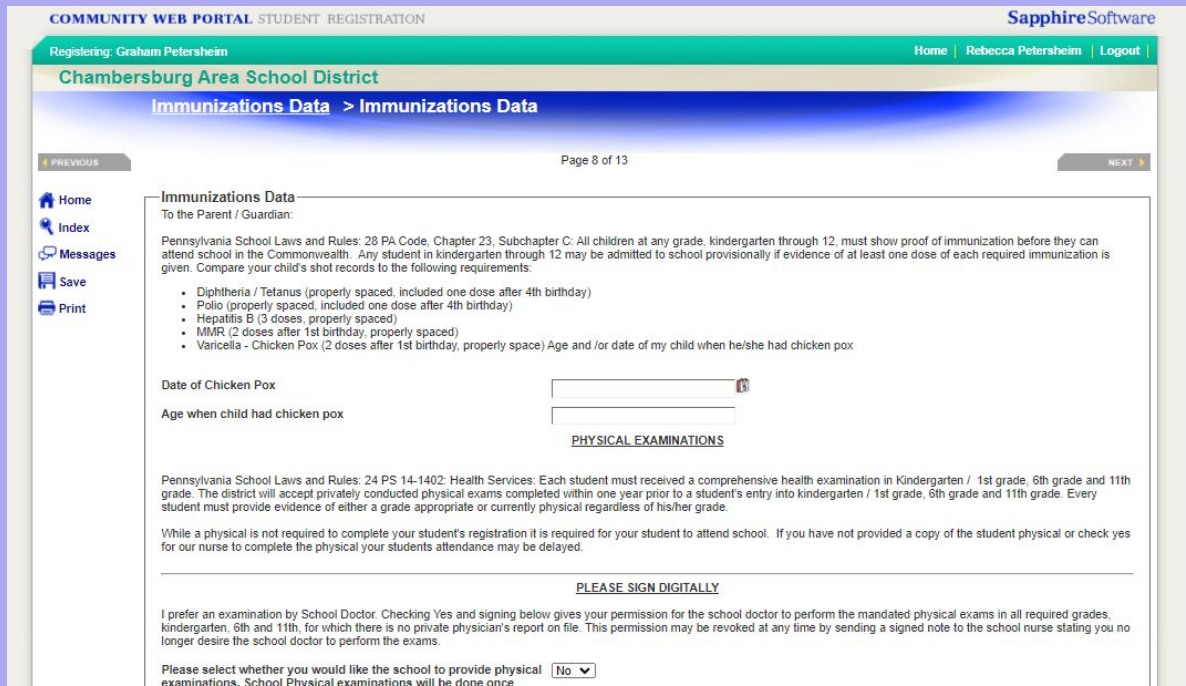
MEDICAL HISTORY: PLEASE CHECK APPROPRIATE BOX. IF YES, COMMENT AND GIVE DATES.

Check all that apply (Yes)

- ☐ ADD / ADHD
- ☐ ALLERGY (BEE STING, FOOD, OTHER)
- ☐ ASTHMA
- ☐ BIRTH DEFECTS / DEVELOPMENTAL
- ☐ BLEEDING DISORDERS / ANEMIA
- ☐ CARDIOVASCULAR CONDITIONS / HEART MURMUR
- ☐ CYSTIC FIBROSIS
- ☐ CHICKEN POX
- ☐ DIABETES
- ☐ EATING / WEIGHT DISORDERS
- ☐ GASTROINTESTINAL
- ☐ GENITOURINARY
- ☐ HEARING PROBLEMS OR EAR TUBES
- ☐ HEAD INJURY
- ☐ HYPERTENSION
- ☐ MALIGNANCIES
- ☐ NOSE BLEEDS
- ☐ ORTHOPEDIC
- ☐ OTHER (PLEASE DESCRIBE BELOW)
- ☐ PSYCHIATRIC
- ☐ SICKLE CELL DISEASE
- ☐ SEIZURE DISORDERS

Completing Sapphire Registration Form

- Complete the required fields on **Immunizations Data** page.
- Click **Next**.



COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Immunizations Data > Immunizations Data

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Immunizations Data

To the Parent / Guardian:

Pennsylvania School Laws and Rules: 28 PA Code, Chapter 23, Subchapter C: All children at any grade, kindergarten through 12, must show proof of immunization before they can attend school in the Commonwealth. Any student in kindergarten through 12 may be admitted to school provisionally if evidence of at least one dose of each required immunization is given. Compare your child's shot records to the following requirements:

- Diphtheria / Tetanus (properly spaced, included one dose after 4th birthday)
- Polio (properly spaced, included one dose after 4th birthday)
- Hepatitis B (3 doses, properly spaced)
- MMR (2 doses after 1st birthday, properly spaced)
- Varicella - Chicken Pox (2 doses after 1st birthday, properly spaced)

Age and /or date of my child when he/she had chicken pox:

Date of Chicken Pox:

Age when child had chicken pox:

PHYSICAL EXAMINATIONS

Pennsylvania School Laws and Rules: 24 PS 14-1402: Health Services: Each student must received a comprehensive health examination in Kindergarten / 1st grade, 6th grade and 11th grade. The district will accept privately conducted physical exams completed within one year prior to a student's entry into kindergarten / 1st grade, 6th grade and 11th grade. Every student must provide evidence of either a grade appropriate or currently physical regardless of his/her grade.

While a physical is not required to complete your student's registration it is required for your student to attend school. If you have not provided a copy of the student physical or check yes for our nurse to complete the physical your students attendance may be delayed.

PLEASE SIGN DIGITALLY

I prefer an examination by School Doctor. Checking Yes and signing below gives you permission for the school doctor to perform the mandated physical exams in all required grades, kindergarten, 6th and 11th, for which there is no private physician's report on file. This permission may be revoked at any time by sending a signed note to the school nurse stating you no longer desire the school doctor to perform the exams.

Please select whether you would like the school to provide physical examinations. School Physical examinations will be done once.

Completing Sapphire Registration Form

- Complete the required fields on **AUP (Authorized User Policy)** page.
- Click **Next**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

AUP > AUP

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AUP

COMPUTER HARDWARE & SOFTWARE

The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES

Students are required to fully read and sign the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and current versions are always online at the District's website located at <https://www.casdonline.org/Page/1616>.

Policy 815.1 addresses Social Media and a current version can also be found at <https://www.casdonline.org/Page/1616>. When using social media, students are responsible for complying with the School District's conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined on the policy.

COMMUNITY WEB PORTAL

The Sapphire Community Web Portal is intended to provide a safe and secure environment for the Chambersburg Area School District community to communicate easily and effectively with parents, students and school district employees in the information age. These communications include but are not limited to, report cards, progress reports, attendance and discipline. The Portal is made available to all students, parents, and school district employees and will provide qualified users with a variety of services. Student accounts will be established at the child's school. Parent(s)/Guardian(s) will find directions to apply for an online account at www.casdonline.org/portal.

CIS ACKNOWLEDGMENT AND CONSENT

Students

I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy # 815, and will comply with it. Someone from the School District has also reviewed the Policy with me and my parent(s)/guardian(s) have reviewed it with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions I will ask the building principal and my parents. Additionally, I understand that if I violate this Policy, other School District policies, regulations, rules, or procedures I am subject to the School District's discipline, and could be subject to Internet Service Providers rules, as well as local, state and federal rules and procedures.

Completing Sapphire Registration Form

- Complete the required fields on **COPPA (Children's Online Privacy Protection Act) Form** page.
- Click **Next**.

The screenshot displays the 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' interface. At the top, it indicates 'Registering: Graham Petersheim' and 'Chambersburg Area School District'. The navigation bar includes 'Home', 'Rebecca Petersheim', and 'Logout'. The main heading is 'Technology Questions > COPPA Form'. Below this, a status bar shows 'Page 10 of 13' and a message 'Page is not yet complete'. A left sidebar contains links for 'Home', 'Index', 'Messages', 'Save', and 'Print'. The main content area is titled 'COPPA Form' and 'PARENTAL CONSENT FOR ONLINE EDUCATIONAL SERVICES'. It begins with 'Dear Parent or Guardian:' followed by two paragraphs explaining the school's commitment to COPPA and the use of technology. The text concludes with 'Sincerely,' and the signature of Christine Wolgemuth, Director of Technology.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Registering: Graham Petersheim Home Rebecca Petersheim Logout

Chambersburg Area School District

Technology Questions > COPPA Form

PREVIOUS Page is not yet complete Page 10 of 13 NEXT

Home
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COPPA Form
PARENTAL CONSENT FOR ONLINE EDUCATIONAL SERVICES

Dear Parent or Guardian:

With the use of various technology tools comes an exciting world of instructional opportunities and strategies to engage our students in the 21st-century learning skills of communication, collaboration, critical-thinking, and creativity. The purpose of this letter is to explain the process and to familiarize you with the Children's Online Privacy Protection Act (COPPA). COPPA requires that some web-based sites and application providers obtain verifiable parental consent for children under the age of 13 to use these web-based tools. The Chambersburg Area School District is committed to the safety of our students, especially when it comes to students using online resources. To this end, we will be teaching students about appropriate online behavior including cyber bullying and the disclosure of personal information.

We also recognize that there are excellent online resources that benefit the students by providing unique learning and educational experiences. Notably, interactive web resources provide some of the most compelling and engaging educational tools for students. While allowing access to these interactive online educational resources, we also want to balance the protection of your child's online privacy and personal information. Teachers, Librarians and our Curriculum Department review the apps and sites requested and review the privacy statements. We want to ensure that the sites and applications are going to be used for educational purposes and enhance the curriculum through student engagement. The district has a list of approved apps and online resources that are essential to our educational programming. These services may provide teachers with student data or results for educational purposes and planning. The link for the website applications can be found on our District website or by going to <http://bit.ly/2X4L5Ld>.

Sincerely,

Christine Wolgemuth
Director of Technology

Completing Sapphire Registration Form

- Complete the required fields on **Technology Questionnaire** page.
- Click **Next**.

The screenshot displays the 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' interface for Sapphire Software. The user is registered as 'Graham Petersheim'. The page title is 'Chambersburg Area School District' and the current section is 'Technology Questions > Technology Questionnaire'. The page is 'Page 11 of 13'. On the left, there is a sidebar with links: Home, Index, Messages, Save, and Print. The main content area is titled 'Tech Questions' and contains three questions with dropdown menus for answers:

- Do you have internet connectivity in your home? (Yes / Si)
- Does your child have internet access during the day (between the hours of 7:30 am and 4 pm)? (Yes / si)
- How would you describe your internet access at home? (Excellent - reliable and unlimited / Excelente - confiable e ilimitada)

Navigation buttons for 'PREVIOUS' and 'NEXT' are located at the top and bottom of the form area.

Completing Sapphire Registration Form

- The Documents and Uploads page will require you to show evidence for the following three areas:

1. Proof of Age:


- Options: Birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism - notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of the birth



Completing Sapphire Registration Form

- The Documents and Uploads page will require you to show evidence for the following three areas:

2. Parent/Guardian Proof of Residency:

- Options: a deed, a lease, current utility bill, current credit card statement, property tax bill, vehicle registration, driver's license, or DOT identification card indicating an address within the Chambersburg Area School District.
 - Note: items listed with "current" must show a date within three months prior to registration/enrollment
 - Will Not Be Accepted: Mass mailings; circular flyers; package labels
- 

Completing Sapphire Registration Form

- The Documents and Uploads page will require you to show evidence for the following three areas:

3. Record of Immunizations:

- Required Immunizations
 - Diphtheria/Tetanus (properly spaced, included one dose after 4th birthday)
 - Polio (properly spaced, included one dose after 4th birthday)
 - Hepatitis B (3 doses, properly spaced)
 - MMR (2 doses after 1st birthday, properly spaced)
 - Varicella - Chickenpox (2 doses after 1st birthday, properly spaced OR proof of age and date when child had Chickenpox)
- Options: shot records from doctor's office; immunization records from previous school.



Completing Sapphire Registration Form

- If you are not the parents listed on the student's birth certificate, upload your Proof of Guardianship to the Documents and Uploads page.

4. Proof of Guardianship:

- Options: a court order of Guardianship; completed and approved CASD 1302 Affidavit form
 - For questions about the 1302 Affidavit, contact the District Registrar.

Completing Sapphire Registration Form

- After you have uploaded the required files to the Documents and Uploads page, click Next.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

Chambersburg Area School District

Documents and Uploads > Documents and Uploads

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Documents and Uploads

PA Department of Education required documents for enrollment (one of each)

- Proof of Age:** Birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.
- Parent/Guardian's Proof of Residency:** May be any of the following: *(Items listed as "current" must show date to prove they are current documents)* a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or DOT identification card indicating an address within the Chambersburg Area School District.
- Record of Immunizations:** State law requires that a complete record of immunizations be provided. You can get a copy of your child's health records from the school you are leaving. Shot records are also available from your doctor's office. Please note that exceptions will be made for students displaced by natural disasters.
- Proof of Guardianship (if not natural parent):** Legal custody agreement, if applicable, copy to be placed in the student's file.

Please provide an electronic copy of the following Documents.
A student will NOT be registered until these documents have been supplied.

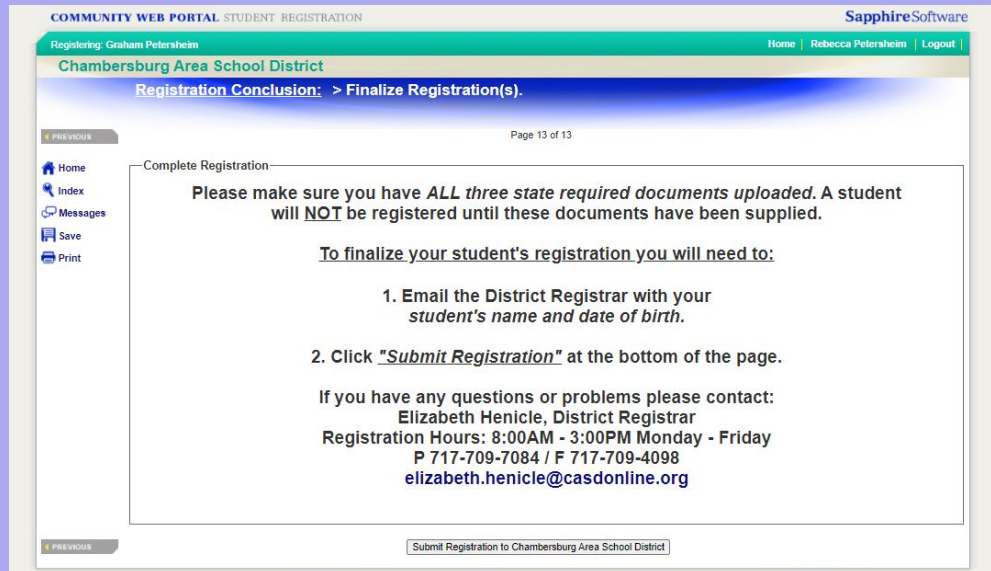
<input checked="" type="checkbox"/> Proof of age (State Issued Birth Certificate preferable) *	<input type="button" value="Choose File"/> No file chosen
Proof of Residency *	<input type="button" value="Choose File"/> No file chosen
Immunization Card Upload *	<input type="button" value="Choose File"/> No file chosen
Proof of Guardianship	<input type="button" value="Choose File"/> No file chosen

Required fields marked with (*).

PREVIOUS NEXT

Completing Sapphire Registration Form

- You should then see the **Complete Registration** page.
- If you have completed every required field on all pages, click **Submit Registration to Chambersburg Area School District**.



The screenshot shows a web portal for student registration. The header includes 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. The user is logged in as 'Rebecca Petersheim'. The page title is 'Chambersburg Area School District' and the sub-header is 'Registration Conclusion: > Finalize Registration(s)'. The page number is 'Page 13 of 13'. The main content area is titled 'Complete Registration' and contains the following text:

Please make sure you have **ALL** three state required documents uploaded. A student will **NOT** be registered until these documents have been supplied.

To finalize your student's registration you will need to:

1. Email the District Registrar with your *student's name and date of birth*.
2. Click "**Submit Registration**" at the bottom of the page.

If you have any questions or problems please contact:
Elizabeth Henicle, District Registrar
Registration Hours: 8:00AM - 3:00PM Monday - Friday
P 717-709-7084 / F 717-709-4098
elizabeth.henicle@casdonline.org

At the bottom of the page, there is a button labeled 'Submit Registration to Chambersburg Area School District'.

Completing Sapphire Registration Form

- You should then see the **Registration Completed** screen below.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Registering: Registration Conclusion

Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Registration Completed

If you are registering your student for the current school year, you will need email the District Registrar before your registration is approved.

Elizabeth Henicle, District Registrar
435 Stanley Ave
Chambersburg, PA 17201
(P) 717-709-4084
elizabeth.henicle@casdonline.org

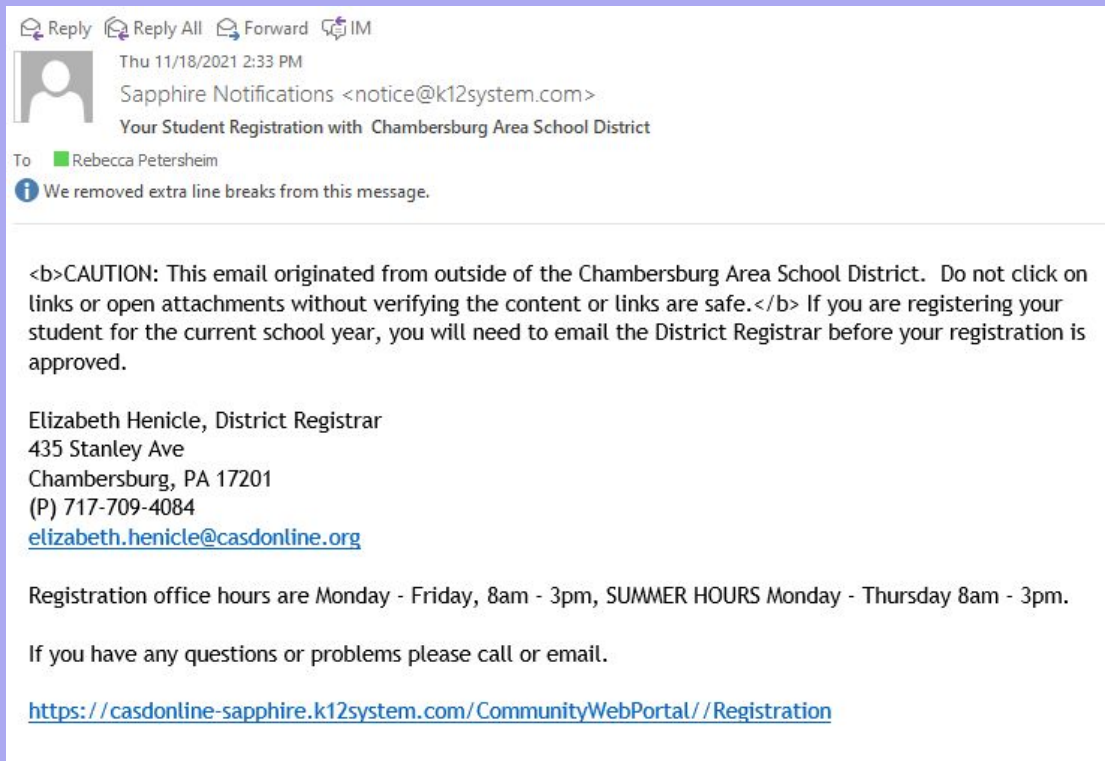
Registration office hours are Monday - Friday, 8am - 3pm, SUMMER HOURS Monday - Thursday, 8am - 3pm.
Please make sure you have all requested documentation for the registrar.

If you have any questions or problems please call or email.

<https://casdonline-sapphire.k12system.com/CommunityWebPortal//Registration>

Completing Sapphire Registration Form

- You will also receive a confirmation email to your inbox.





Emailing the District Registrar



Emailing the District Registrar



- As the final step in the Online Kindergarten Registration, you must email registration District Registrar at registration@casdonline.org.
- Your message should contain the following information:
 - Kindergarten Registration is Complete
 - Student's Name
 - Student's Date of Birth
- The Registrar will review your online registration and reply to you regarding its status (approved or further information needed for approval).
 - Note: District email sometimes gets delivered to spam folders. Be sure to check there first!



**Until School
Starts...**



Until School Starts...

- Keep an eye on your email inbox and the CASD Kindergarten Registration webpage for information about the upcoming school year and skills to be working on to prepare your student for Kindergarten.
- In the summer months, you will also be notified about building assignments and bus routes.



**Please feel free to reach out
with any questions!**

Rebecca Petersheim
Supervisor of Transitional Services
rebecca.petersheim@casdonline.org
717-709-2323

District Registrar
registration@casdonline.org
717-709-4084

