



# **Guía de Registro En Línea para Kindergarten**



# Descripción General para el Registro En Línea

- El primer paso para registrar a su hijo al Kindergarten es completar el registro en línea.
- Necesitará crear una cuenta en el Portal de Registro de Sapphire. **Esto es diferente al Portal Comunitario de Sapphire.**
- Una vez que confirme esta cuenta, completará las 13 páginas del formulario de registro en línea.
- Después de enviar el formulario en línea, enviará un correo electrónico al Registrador de CASD
  - ***Nota: Recibirá un correo electrónico automático cuando envíe el registro, pero aún necesita enviar un correo electrónico al Registrador.***
- El Registrador revisará su registro en línea y le responderá sobre su estado (aprobado o necesita más información para ser aprobado).



# Acceso al Registro En Línea



# Acceso al Registro En Línea

- Ir a [casdonline.org](https://casdonline.org).
- Hacer clic en **Registro de Nuevo Estudiante**.



EVENT CALENDAR



SAPPHIRE SUITE &  
COMMUNITY WEB  
PORTAL



CHAMBERSBURG AREA  
VIRTUAL EDUCATION  
(CAVE)



MEALS AND  
NUTRITION



DONATE TO CASD'S  
FOUNDATION



NEW STUDENT  
REGISTRATION



CHAMBERSBURG 1:1  
CHROMEBOOKS



CASD REOPENING

- Una vez que esté en la página de Registro de Estudiantes, haga clic en **Registro para Kindergarten**.
- Haga clic en el enlace en vivo para el registro en línea.

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

*Please be sure to email the Registrar at [elizabeth.henicle@casdonline.org](mailto:elizabeth.henicle@casdonline.org) after you have complete the online registration.*

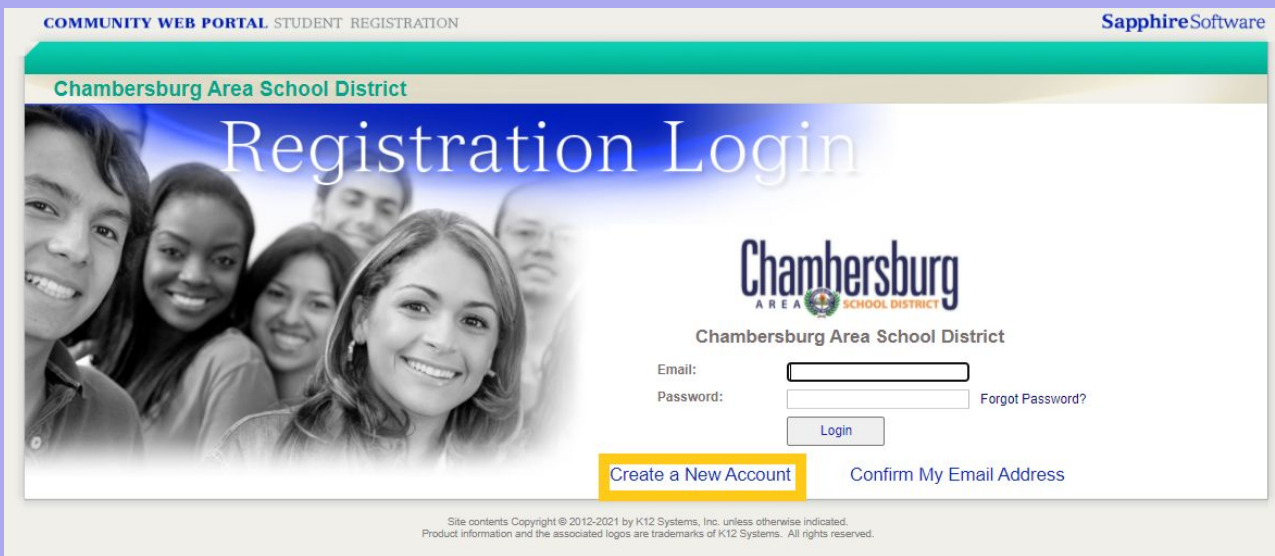


# Crear una Cuenta de Registro de Sapphire



# Crear una Cuenta de Registro de Sapphire

- Si ha creado una cuenta de Registro de Sapphire anteriormente, puede usar la misma cuenta de Registro de Sapphire y continuar con el siguiente paso.
- Si no ha creado una cuenta de Registro de Sapphire anteriormente, haga clic en **Crear una Nueva Cuenta**.



The screenshot shows the 'Registration Login' page for the Chambersburg Area School District. The page has a green header with 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below the header, the district name 'Chambersburg Area School District' is displayed. The main content area features a large image of diverse students on the left and a login form on the right. The login form includes fields for 'Email:' and 'Password:', a 'Forgot Password?' link, and a 'Login' button. At the bottom of the form, there are two buttons: 'Create a New Account' (highlighted with an orange box) and 'Confirm My Email Address'. A small copyright notice is visible at the very bottom of the page.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Chambersburg Area School District

## Registration Login

Chambersburg  
AREA SCHOOL DISTRICT

Chambersburg Area School District

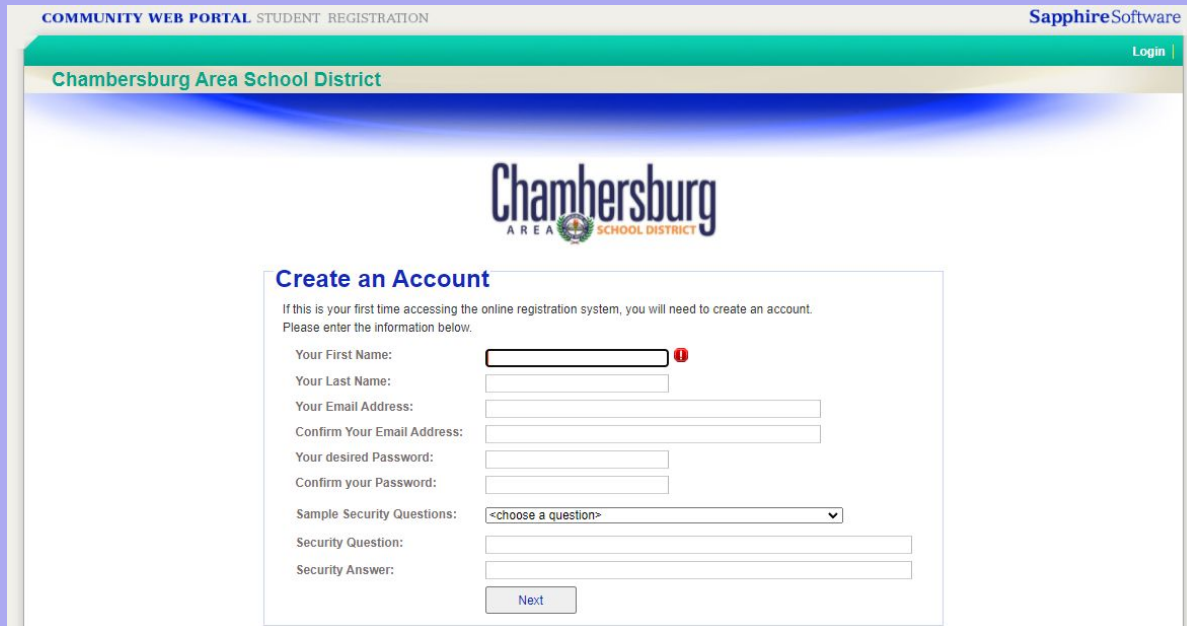
Email:

Password:  [Forgot Password?](#)

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# Crear una Cuenta de Registro de Sapphire

- Complete los espacios en la página **Crear una Cuenta** y haga clic en **Siguiente**.



The screenshot shows the 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' page for 'Chambersburg Area School District' using 'SapphireSoftware'. The page features the school's logo and a 'Create an Account' form. The form includes fields for first and last names, email address (with a confirmation field), password (with a confirmation field), and a security question with an answer. A 'Next' button is at the bottom of the form.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

[Login](#)

Chambersburg Area School District

**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:

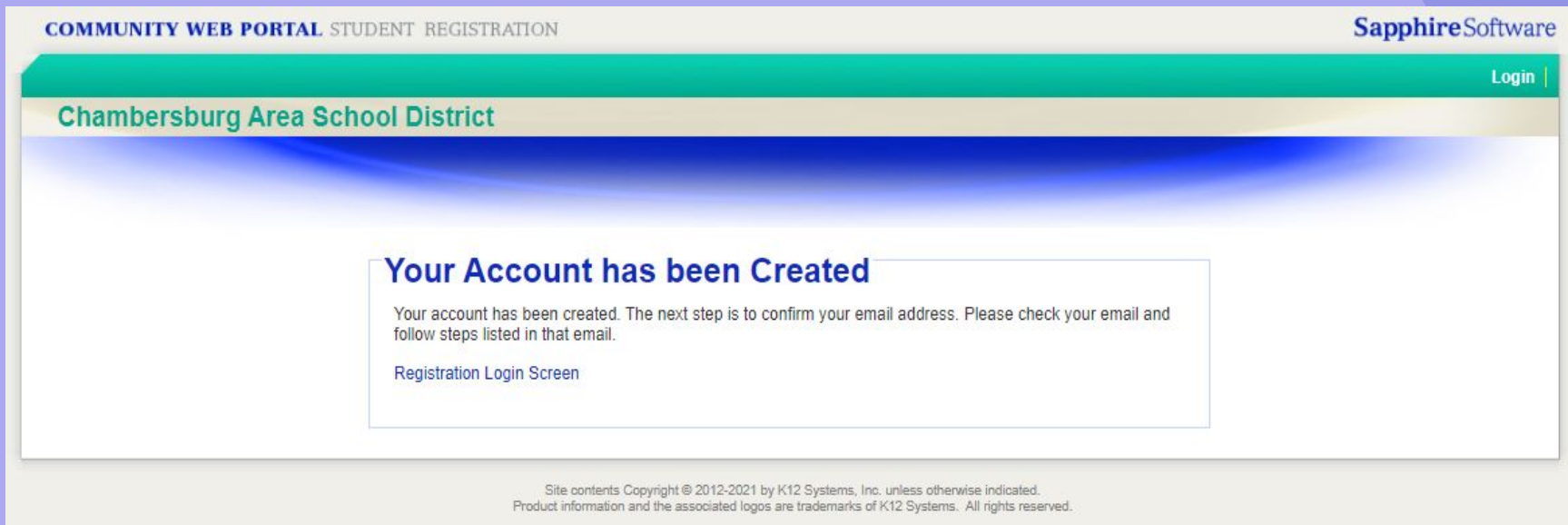
Sample Security Questions:

Security Question:

Security Answer:

# Crear una Cuenta de Registro de Sapphire

- A continuación debe ver esta pantalla.



The screenshot shows a web portal for student registration. At the top, there is a header bar with "COMMUNITY WEB PORTAL STUDENT REGISTRATION" on the left and "SapphireSoftware" on the right. Below this is a green bar with "Login" on the right. Underneath is a beige bar with "Chambersburg Area School District" in green text. The main content area has a blue gradient background. In the center, there is a white box with a blue border containing the following 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.

[Registration Login Screen](#)

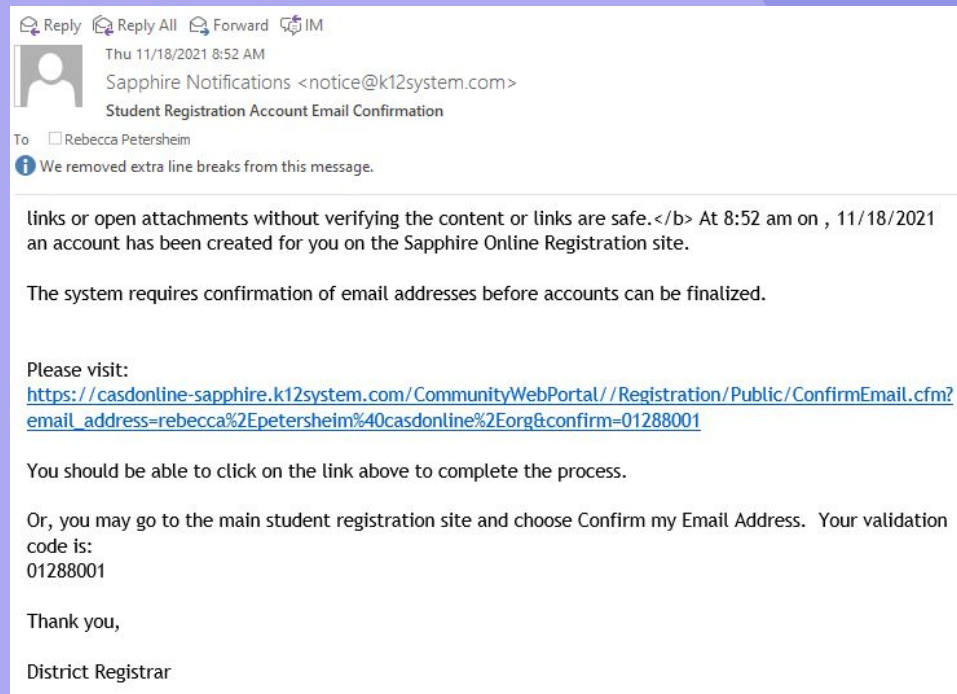
At the bottom of the page, there is a small copyright notice:

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# Crear una Cuenta de Registro de Sapphire

- Revise los mensajes de su correo electrónico. Debe encontrar un correo electrónico similar al de la derecha:
- Confirme su dirección de correo electrónico:
  - Haciendo clic en el enlace en vivo en el correo electrónico, O
  - Escribiendo el código de validación incluido en el correo electrónico en el Sitio de Registro de Estudiantes de Sapphire.




# Crear una Cuenta de Registro de Sapphire

- Después de confirmar su cuenta de correo electrónico, inicie sesión con su dirección de correo electrónico y la contraseña que eligió.

COMMUNITY WEB PORTAL STUDENT REGISTRATION Sapphire Software

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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# Completar el Formulario de Registro de Sapphire



# Completar el Formulario de Registro de Sapphire

- Después de iniciar sesión, haga clic en **Crear** debajo del enlace de **Registro para Kindergarten**, **NO** en el enlace del Formulario de Registro.

The screenshot shows the 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' page for the 'Chambersburg Area School District'. The user is logged in as 'Rebecca Petersheim'. The page displays a 'Welcome Rebecca' message and the district's logo. Below the logo, there is a section titled 'Start a New Registration with Chambersburg Area School District'. This section contains two options: '2022-2023 Kindergarten Registration ONLY (CLASS OF 2035)' and 'Registration Form (Current Kindergarten-12th Grades)'. Both options have a 'CREATE' button next to them. The first option is highlighted with a yellow box. At the bottom of the page, 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

Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Welcome Rebecca

Chambersburg  
AREA SCHOOL DISTRICT

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 ▶

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# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página Registro de un Nuevo Estudiante.
- Haga clic en Comenzar el Registro.

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](#)

# Completar el Formulario de Registro de Sapphire

- Lea la página de **Bienvenida** y haga clic en **Siguiente**.

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](mailto:elizabeth.henicle@casdonline.org) or by phone at 717-709-4084.

NEXT >

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# Completar el Formulario de Registro de Sapphire

- La página **Índice de Registro** le muestra los componentes del formulario en línea que completará.
- Haga clic en **Siguiente**.

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.

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



# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página de Información Básica del Estudiante (Info Básica del Estudiante, Información de la Dirección del Estudiante, Programación de Primera Infancia).
- Haga clic en Siguiente.

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? \*

Home  
Index  
Messages  
Save  
Print



# Completar el Formulario de Registro de Sapphire

- En la página **Información del Padre Tutor**,
  - Ingrese al menos dos contactos para el estudiante.
  - Si utilizará una niñera para su hijo asegure agregar su información como contacto.
  - Puede agregar hasta cinco contactos.

The screenshot shows the 'Parent Guardian Information' page of the Sapphire Software registration portal. The page is titled 'Chambersburg Area School District' and 'Parent Guardian Information > Parent Guardian Information'. It indicates the user is registering as 'Graham Petersheim'. The page is labeled 'Page 4 of 13' and shows a 'PREVIOUS' button and a 'NEXT' button. A red message states 'Page is not yet complete'. The main content area contains instructions: '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.' Below the instructions, there are input fields for 'Parent / Guardian / Babysitter / Emergency Contact / Mailing Address type' (with a dropdown menu showing 'Mother'), 'Parent / Guardian Title (Mr, Mrs, Ms)' (with a dropdown menu showing 'Mrs'), 'First Name' (with the text 'Rebecca'), and 'Last Name' (with the text 'Petersheim').

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

# Completar el Formulario de Registro de Sapphire

- En la página **Información del Padre Tutor**,
  - Desplácese hasta la parte inferior de la página y complete el espacio obligatorio debajo de **Información de la Familia**.
  - Si selecciona **Sí**, cargue el Acuerdo de Tutela.
  - Haga clic en **Siguiente**.



The screenshot shows a web form titled "Family Information". It contains a question: "Is there a custody arrangement for the student registrant ? \*". To the right of the question is a dropdown menu with "No" selected. Below the question is a text instruction: "If yes, please upload a pdf certified copy of the custody agreement." Underneath this is a section labeled "Custody Agreement" with a "Choose File" button and the text "No file chosen". At the bottom left of the form 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 ? \*

No ▼

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

Custody Agreement

Choose File No file chosen

Required fields marked with (\*).

PREVIOUS

NEXT

# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios de la página Información de Inscripción.
- Haga clic en Siguiente.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home Rebecca Petersheim Logout

**Chambersburg Area School District**

**Enrollment Information > Enrollment Information**

PREVIOUS Page is not yet complete Page 5 of 13 NEXT

**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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# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página **Información de Educación Especial**
- Haga clic en **Siguiente**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

SapphireSoftware

Registering: Graham Petersheim Home Rebecca Petersheim Logout

Chambersburg Area School District

Special Education Information > Additional Information

Page 6 of 13

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 (\*).

# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios de la página **Datos Médicos y de Salud**.
- Haga clic en **Siguiente**.

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

**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

# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página **Datos de Vacunas.**
- Haga clic en **Siguiente.**

COMMUNITY WEB PORTAL STUDENT REGISTRATION

Sapphire Software

Registering: Graham Petersheim Home Rebecca Petersheim Logout

Chambersburg Area School District

Immunizations Data > Immunizations Data

PREVIOUS Page 8 of 13 NEXT

**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 space) 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 your 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.



# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página **AUP** (Politica de Usuario Autorizado)
- Haga clic en **Siguiente**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

Sapphire Software

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](http://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.

# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios en la página del Formulario COPPA (Ley de Protección de la Privacidad En Línea de los Niños)
- Haga clic en **Siguiente**.

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



# Completar el Formulario de Registro de Sapphire

- Complete los espacios obligatorios de la página **Cuestionario de Tecnología**.
- Haga clic en **Siguiente**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout

**Chambersburg Area School District**

[Technology Questions](#) > Technology Questionnaire

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**Tech Questions**

Do you have internet connectivity in your home?

Does your child have internet access during the day (between the hours of 7:30 am and 4 pm)?

How would you describe your internet access at home?

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# Completar el Formulario de Registro de Sapphire

- La página de los **Documentos y Cargas** requerirá que presente evidencias para las siguientes tres áreas:

## 1. Prueba de Edad:

- Opciones: Certificado de nacimiento; copia notarizada del acta de nacimiento; certificado de bautismo; copia del acta de bautismo - notarizada o debidamente certificada y que muestre la fecha de nacimiento; declaración notarizada de los padres u otro familiar que indique la fecha de nacimiento; pasaporte válido; registro de la escuela anterior que indique la fecha de nacimiento.



# Completar el Formulario de Registro de Sapphire

- La página **Documentos y Cargas** requerirá que presente evidencias para las siguientes tres áreas:

## 2. Prueba de Dirección del Padre/Tutor:

- Opciones: una escritura, un contrato de arrendamiento, recibo actual de servicios públicos, estado de cuenta de una tarjeta de crédito actual, recibo de impuestos a la propiedad, registro de vehículos, licencia de conducir, o tarjeta de identificación DOT que indique una dirección dentro del Distrito Escolar del Area de Chambersburg.
- Nota: los artículos enumerados con “actual” deben mostrar una fecha dentro de los tres meses antes del registro/inscripción.
- No aceptaremos: Correos masivos; volantes circulares; etiquetas de paquetes.





# Completar el Formulario de Registro de Sapphire

- La página **Documentos y Cargas** requerirá que presente evidencias para las siguientes tres áreas:

## 3. Registro de Vacunas:

- Vacunas Necesarias
  - Difteria/Tétanos (adecuadamente espaciadas, incluida una dosis después de los 4 años)
  - Polio (adecuadamente espaciadas, incluida una dosis después de los 4 años)
  - Hepatitis B (3 dosis, adecuadamente espaciadas)
  - MMR (2 dosis después del 1er año, adecuadamente espaciadas)
  - Varicela - Chickenpox (2 dosis después del 1er año, adecuadamente espaciadas O prueba de la edad y fecha en que el niño tuvo varicela)
- Opciones: registro de vacunas de la oficina del doctor; registro de vacunas de la escuela anterior.





# Completar el Formulario de Registro de Sapphire

- Si ustedes no son los padres que figuran en el certificado de nacimiento del estudiante, cargue la Prueba de Tutela en la página de **Documentos y Cargas**.

## 4. Prueba de Tutela:

- Opciones: una orden judicial de tutela; formulario de Declaración Jurada CASD 1302 completada y aprobada.
  - Si tiene preguntas sobre la Declaración Jurada 1302, comuníquese con el Registrador del Distrito.

# Completar el Formulario de Registro de Sapphire

- Después que haya cargado los archivos necesarios en la página de **Documentos y Cargas**, haga clic en **Siguiente**.

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 (\*).

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# Completar el Formulario de Registro de Sapphire

- A continuación debe ver la página **Registro Completo**.
- Si ha completado todos los espacios obligatorios en todas las páginas, haga clic en **Enviar Registro al Distrito Escolar del Area de Chambersburg**.

COMMUNITY WEB PORTAL STUDENT REGISTRATION Sapphire Software

Registering: Graham Petersheim Home | Rebecca Petersheim | Logout |

Chambersburg Area School District

Registration Conclusion: > Finalize Registration(s).

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Complete Registration

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:

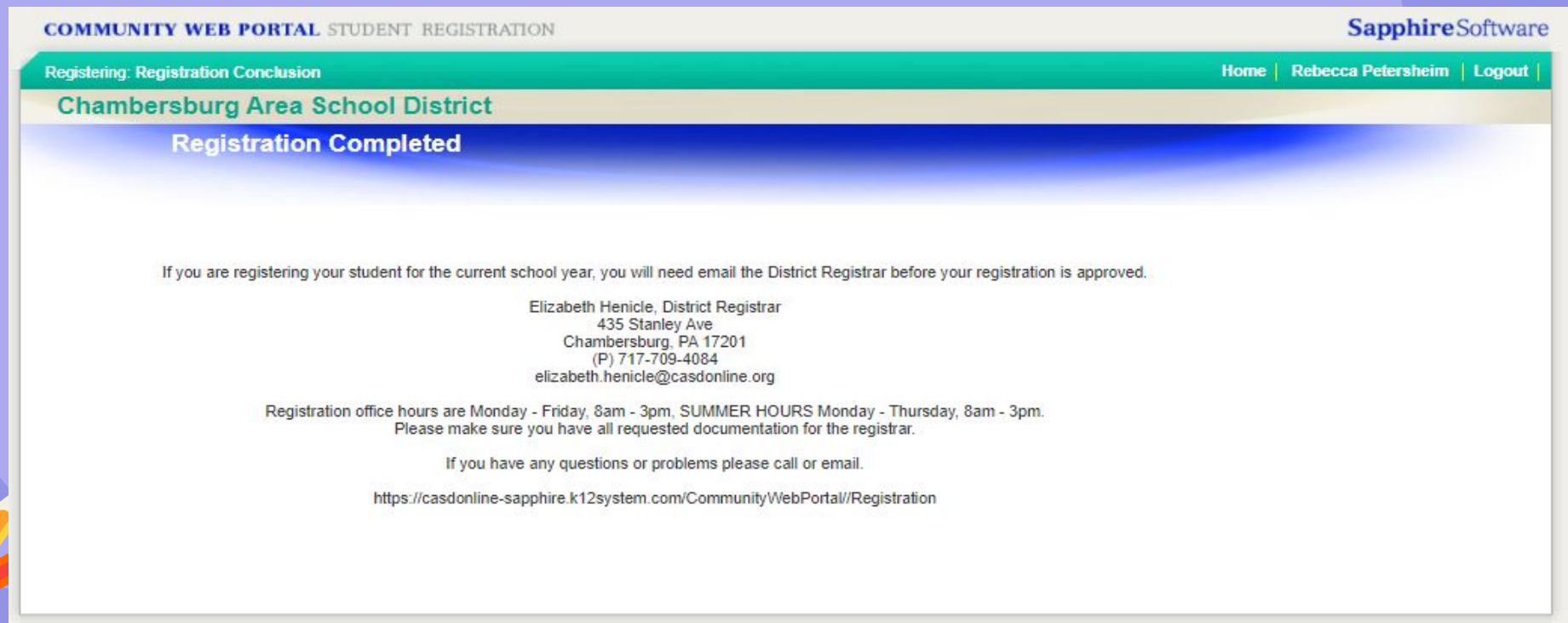
1. Email the District Registrar with your student's name and date of birth.
2. Click "**Submit Registration**" at the bottom of the page.

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

Submit Registration to Chambersburg Area School District

# Completar el Formulario de Registro de Sapphire

- A continuación debe ver la pantalla de abajo **Registro Terminado.**



The screenshot displays the 'Registration Completed' page of the Sapphire Software Community Web Portal. The page has a green header bar with the text 'Registering: Registration Conclusion' and navigation links for 'Home', 'Rebecca Petersheim', and 'Logout'. Below the header, the 'Chambersburg Area School District' is identified. The main content area features a blue gradient banner with the text 'Registration Completed'. Below this, a message states: 'If you are registering your student for the current school year, you will need email the District Registrar before your registration is approved.' The contact information for Elizabeth Henicle, District Registrar, is provided, including her address (435 Stanley Ave, Chambersburg, PA 17201), phone number (717-709-4084), and email (elizabeth.henicle@casdonline.org). The page also lists the registration office hours (Monday - Friday, 8am - 3pm, and Summer Hours Monday - Thursday, 8am - 3pm) and a reminder to ensure all requested documentation is provided. A final note suggests contacting the registrar for any questions or problems, followed by the URL: <https://casdonline-sapphire.k12system.com/CommunityWebPortal//Registration>.

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.

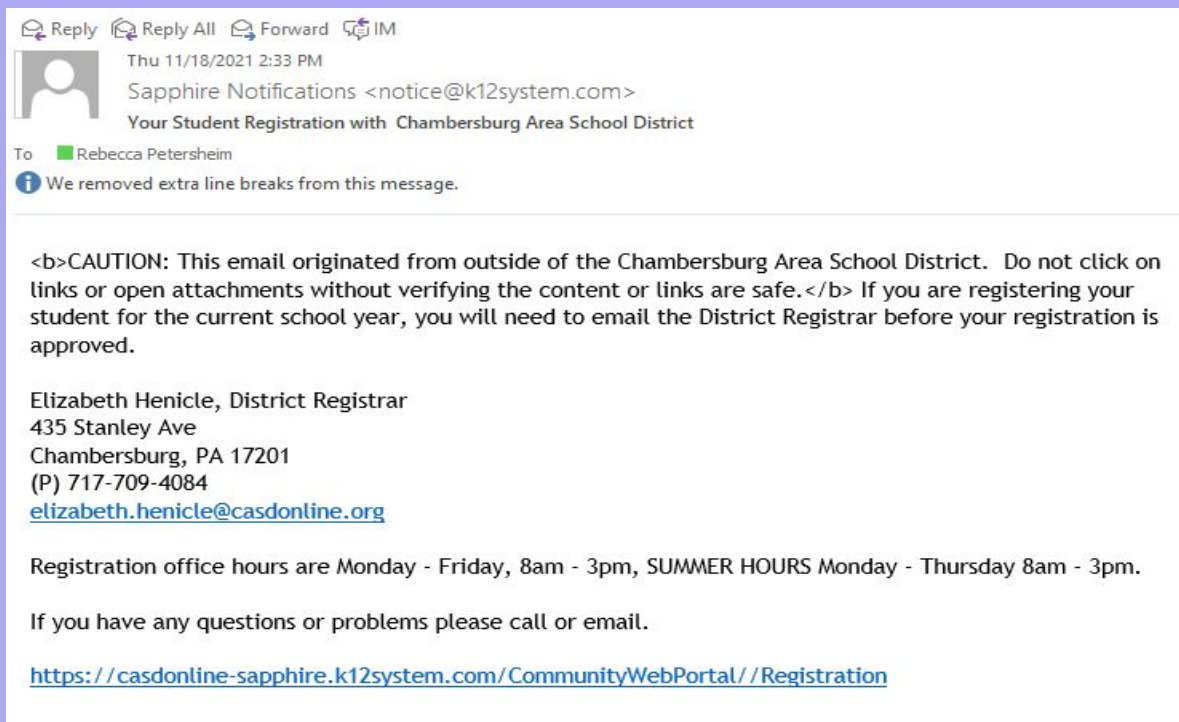
If you have any questions or problems please call or email.

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



# Completar el Formulario de Registro de Sapphire

- Recibirá también un mensaje de confirmación por correo electrónico.





# Enviar un Correo Electrónico al Registrador del Distrito





# Enviar un correo electrónico al Registrador del Distrito

- Como paso final en el Registro En Línea para Kindergarten, debe enviar un correo electrónico a la Registradora del Distrito, [registration@casdonline.org](mailto:registration@casdonline.org).
- Su mensaje debe contener la siguiente información:
  - Se completó el Registro de Kindergarten
  - Nombre del Estudiante
  - Fecha de Nacimiento del Estudiante
- La Registradora revisará su registro en línea y le responderá sobre su estado (aprobado o necesita más información para ser aprobado).
  - Nota: el correo electrónico del Distrito algunas veces llega al folder de correo no deseado. ¡Asegúrese de revisar allí primero!



**Hasta que  
Empiece la  
Escuela...**



# Hasta que empiece la Escuela...



- Esté atento a los mensajes de su correo electrónico y a la página web de Registros de Kindergarten para obtener más información sobre el próximo año escolar y sobre las habilidades para trabajar y preparar a su estudiante para el Kindergarten.
- En los meses de verano, también se le informará sobre la escuela asignada y la ruta del autobús.





**¡Por favor no dude en  
comunicarse si tiene alguna  
pregunta!**



**Rebecca Petersheim**  
**Supervisora de Servicios de Transición**  
**[rebecca.petersheim@casdonline.org](mailto:rebecca.petersheim@casdonline.org)**  
**717-709-2323**

**Registradora del Distrito**  
**[registration@casdonline.org](mailto:registration@casdonline.org)**  
**717-709-4084**

