



**PA Leadership Charter School**

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West Chester, PA 19380

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[www.palcs.org](http://www.palcs.org)

## **ADDITIONAL REQUIRED INFORMATION**

**Please provide the following with the completed enrollment packet:**

- ☐ **Proof of Child's Age**—Please provide a copy of one of the following: birth certificate, baptismal certificate, copy of the record of baptism showing the date of birth, notarized statement from the parents or another relative indicating the date of birth, or a valid passport.
- ☐ **Current Forms of Residency Confirmation**—Please include a copy of any **two (2)** of the following items: **current utility bill, deed, lease, property tax bill, (driver's license, DOT identification card or vehicle registration)**. Driver's License must be current. Lease must have both the tenant and landlord's signature and date of contract and cannot be expired. Document must be in the name of the homeowner or payee, must reflect current address, and be current (within the past 30 days). Items NOT acceptable: credit card statement, bank statement, envelope, checks, etc.
- ☐ **Immunization Records**—Please provide a written record from a medical office or former school district that the required immunizations have been administered.
- ☐ **Medical/Dental Forms**—Please refer to the *Health and Immunization Requirements* to see which medical forms you need to complete.  
**NOTE:** You do NOT need to complete the appropriate physical or dental exams before enrolling.
- ☐ **Report Card/Transcript**
  - **Elementary (K-5)**—Please provide a copy of the most recent/final report card.
  - **Middle School and 9<sup>th</sup> Grade (6-9)**—Please provide a copy of the most recent/final report card.
  - **High School (10-12)**—Please provide a copy of the unofficial high school transcript and the most recent/final report card.
  - **Homeschool Report Card/Transcript (if homeschooled)**—also include **signed evaluations** from the previous year and for each year of high school.

**NOTE:** If enrolling in the middle of the year, include grades/progress reports for every completed quarter of the current school year.

- ☐ **Special Education Documents (if applicable)**— In order to best meet your student's needs the parent/guardian **MUST** include a copy of the student's most recent IEP(Individualized Educational Program) & **NOREP** (Notice of Recommended Educational Placement), the **Initial ER** (Evaluation Report), **all RR's** (Reevaluation Reports), most recent **Invitation to Participate**, all **Permission to Evaluate** and/or **Waiver** forms, and any other psychological or related service evaluations pertaining to Special Education.
- ☐ **ESL (English as a Second Language) records (if applicable).**
- ☐ **Proof of home internet service** – Please provide us with an itemized copy of your most recent internet bill. The bill must include the breakdown of services provided and the preprinted name and address of the person being billed.