



# Required Documents Checklist

Take the next steps to a more personalized education.

Once you have the necessary documents prepared, enrollment at Commonwealth Charter Academy is easy and takes only a short time to complete. If you have any questions during the enrollment process, call the Enrollment Team (toll-free) at 844-590-2864.

Use the Document Checklist below to gather the necessary documents that will be needed as part of the enrollment process.

## Charter Enrollment Form

The Charter Enrollment Form is used to communicate to your district of residence that you have officially enrolled at Commonwealth Charter Academy.

## Proof of Student's Age

A copy of one of the documents listed below for each child must be provided to verify age eligibility:

- Official birth certificate
- U.S. passport

To avoid delays, provide a copy of the official birth certificate or passport. If you do not have either of these documents, please contact the CCA Enrollment Team at 844-590-2864 to discuss acceptable alternatives.

### Not sure where to get that?

If you need a copy of your child's birth certificate, you can order it online through the Pennsylvania Department of Health.



If your child was born in another state, please visit the Centers for Disease Control and Prevention's webpage about "Where to Write for Vital Records."

As a reminder, the age eligibility is as follows:

- Kindergarten: Any student enrolling in kindergarten must be five (5) years old on or before September 1 in the school year for which you are enrolling.
- First Grade: Any student enrolling in first grade must be six (6) years old on or before September 1 in the school year for which you are enrolling.

## Proof of Residence

Parents need to reside in the state of Pennsylvania.

Acceptable proof of residence documents:

- Utility bill (water, electric or gas bill)
- Mortgage statement or lease agreement (property deed or rental agreement)

If you do not have any of these documents, please contact the CCA Enrollment Team at 844-590-2864 to discuss acceptable alternatives.

## Proof of Immunization

Families should provide evidence that the students have had all required immunizations and the dates on which they received each dose. Many times, this can be forwarded by the prior education provider. However, if you do not have a record, you and your family's physician can complete a form providing this information.

## Academic Records

In order to better serve your family, CCA reviews any previous academic records applicable to each enrolling student. These documents, while not required, are useful to the CCA team in determining the proper course and grade-level placement. Documents include, but are not limited to:

- Transcripts
- Report cards

- 504 plans, if needed
- Individualized education program (IEP), if needed



## Other Documents

### Custody order

If your student has a custody order in place, you will need to provide the custody order after completing the enrollment process.

### Designated learning coach

This form is only necessary if you wish to allow another adult (other than those identified on the birth certificate and/or custody order) access to your student's academic information.