**Instructions on How to**

**Download Enrollment Packet**

* Click on the K-12 Enrollment Packet (PDF)
* Once the packet is visual. Download the packet from the button on the top right-hand corner. Please see the button boxed in Red:

Workstation:Users:user:Desktop:Screen Shot 2020-03-30 at 11.59.37 AM.png

* Once you click the download button it will prompt you to save the packet.
* Open your saved form, and start to fill in the requested fields.
* Once complete, save and close the document.
* Attach saved packet and any other requested documents and email to Dianne Cain at the following email address: [dcain@steelvalleysd.org](mailto:dcain@steelvalleysd.org)

**Checklist for Enrollment**

All documents may be submitted by emailing them to Diane Cain at [dcain@steelvalleysd.org](mailto:dcain@steelvalleysd.org), dropping them off or mailing them to her office at 220 East Oliver Road, Munhall PA 15120. Mrs. Cain can be reached by phone at 412-464-3700 ext. 2700. If emailing please put the student name in the subject box of each email. The easiest way to keep it organized is to send one email with multiple attachments.

\_\_\_\_\_ I have included the enrollment packet.

\_\_\_\_\_ *Student Registration Form* (all students K-12)

\_\_\_\_\_ *Home Language Survey* (all students K-12)

\_\_\_\_\_ *Student Residency Questionnaire* (all students K-12)

\_\_\_\_\_ Act 26 Form

\_\_\_\_\_ *Health History Form* (all students K-12)

\_\_\_\_\_ *Dental Form* (all students K-12)

\_\_\_\_\_ *Physical Form* (K, 6, 11 only)

\_\_\_\_\_ *Lead Testing Record* (K only)

\_\_\_\_\_ I have included a copy of the Birth Certificate.

\_\_\_\_\_ I have included a copy of the immunization records. Please see the *Requirements for Kindergarten* document for immunization requirements for incoming Kindergarten students and exemption information.

\_\_\_\_\_ I have reviewed the Steel Valley School District *Proof of Residence policy* and have attached the required residency documents.

\_\_\_\_\_ I have attached any necessary court documents or custody agreements.

\_\_\_\_\_ I have reviewed the Steel Valley School District *Dress and Grooming policy*.