



Ambridge Area School District

Central Administration Office • 901 Duss Ave. • Ambridge, PA 15003 • 724-266-2833 • 724-266-3981 fax

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Enrollment Checklist for Parents/Guardians

The following documents are mandatory for enrollment into the Ambridge Area School District:

- **Registration Packet** – must be filled out completely
 - For Grades 1-12 – please note:
 - Page 11 – item 2: **“HAS”** or **“HAS NOT”** must be circled. Discipline records from the student’s previous school will be requested prior to enrollment and reviewed by the Building Principals.
- **Birth Certificate**
- **Current Immunizations**
- **Two (2) Proofs of Residency:**
Rental/Lease or Deed/Mortgage Agreement, copy of tax bill from municipality you reside in, Driver’s license, current insurance policy, or utility bill.

OR complete the **Certificate of Residency** form (page 4 of Registration Packet) – must be notarized.

The completed Registration Packet and all required documents should be brought to Central Registration located in the Sr. High on Duss Ave. for processing.

Central Registration: Cathy Hopkins 724-266-2833, ext. 1273

Upon receipt and processing of all required documents by Central Registration, the parent will be notified by the Elementary Secretary, Middle School Secretary, or High School Guidance Secretary of the students first day of classes and/or appointment to complete scheduling.

A student cannot start school until all the necessary information has been processed.