

Welcome to the Sharpsville Area School District Online Registration!

Our school district utilizes an online registration process. If you do not have access to a device to complete the form or are having difficulty completing the form, you may email Mrs. Melissa Young at myoung@sasdpride.org or call (724) 962-8300 ext. 1651.

Please read the following information before beginning the online registration process.

- **Parents/Guardians registering a student for the first time and currently have students in the district**, please log into your [Parent Portal](#) and click on [Register New Student](#) to begin the process.
- **Parents/Guardians registering a student for the first time and do not currently have students in the district** please go to our webpage at www.sharpsville.k12.pa.us and click on Registration Forms. Click on [Register Online Now](#) to be directed to the registration portal and then click on **Online Registration** in the blue box.
- The below documents are required. After you submit your application, collect the documents and wait for further instructions to be emailed to you. Please register your child with an active email address to which you have regular access. You will then scan and email the documents to myoung@sasdpride.org. You can use your camera to take a picture of the document, but please photograph one page at a time and make sure the image is legible. If you are unable to scan these documents, you will need to make an appointment with Mrs. Young to drop them off at the Elementary School Office.

- Signed **PDF Registration Packet** (directions to sign electronically are located in the first paragraph)
- State Issued Birth Certificate
- Proof of Residency:
 - Signed Deed, Current Mortgage Statement, Lease, or Rental Agreement (Sales Agreements can be submitted for future residents)
 - AND--
 - PA Driver's License, PA License Update Card, or PA Photo ID Card
 - PLUS at least one (1) of the following documents (items a through d)--
 - a. 2 Current Utility Bills (Gas, Electric, Water, Garbage, etc.)
 - b. Property Tax Bill
 - c. Vehicle Registration
 - d. Current Major Credit Card Bill (Visa, MasterCard, Amex, Discover)

NOTE: If you cannot provide the required proofs, and are not the homeowner or the tenant, you must contact Darlene Cheney at 724-962-8300 ext 4101 or dcheney@sasdpride.org to fill out a Multiple Occupancy. The owner of the home or the tenant will be the one to provide the proofs of residency.

- Vaccination Record (If you are registering a kindergarten student and they have not had their 5 year old exam and vaccines, please submit the most recent vaccination record. Most doctors' offices will fax a child's record upon your consent. Records can be faxed to: Julie Mehler, 724-962-7730 (high school), 724-962-7891 (middle school) or Debbie Hartwick, 724-962-1003 (elementary school)
- Guardianship papers, if applicable
- Custody Agreements, if applicable
- Be sure to carefully review all information before clicking Submit. Each guardian and contact should have their own unique identifying number in the sequence. Ex: Guardian A is number 1, Guardian B is number 2, Emergency Contact A is number 3, Emergency Contact B is number 4, etc.
- If you have any problems, please call or email Mrs. Young.