



PA Virtual Charter School – Enrollment Documents Checklist

We are so pleased you are enrolling at PA Virtual! Please use this document checklist to prepare your paperwork prior to completing an application. Having your documents ready will help make the enrollment process much quicker and easier for you.

Required Documents	Details
Student Proof of Age	Child’s birth certificate, valid passport, or baptismal certificate with seal.
Student Immunization Record	Please call our Nurses at 866-728-2751 with any questions.
Parent Proof of Residence <u>and</u> Photo ID*	Driver’s license/Dept. of Transportation ID card preferred. Also acceptable: current utility bill, deed, complete lease, property tax bill, or both vehicle insurance and registration. *We request parent photo ID for every child. If license/ID card is not updated with correct address, family can submit a different proof of residence, but we still request the photo ID.
Requested Academic Records	
Most recent school-issued Report Card	For Grades 1-12. You can obtain a copy from your school if necessary.*
High School Transcripts	For Grades 9-12. You can obtain a copy from your school if necessary.*
Most recent Homeschool Affidavit and Evaluation	For children that have been traditionally homeschooling. Copies submitted should be notarized.
Current Attendance Record	According to state attendance laws, children are considered truant when they have 10 unexcused absences in a school year. For truant children, we request confirmation of attendance status and truancy clearance documentation.* Please call with any questions – 866-728-2751.
Current Discipline Report	Children who are currently expelled must return to their current school after the expulsion period has passed and meet all the conditions imposed during the expulsion.*
504 Plan	For children with a 504 Plan. You can obtain a copy from your school if necessary.*

Requested Special Education Records (if applicable)	
Individual Education Plan (IEP)	You can obtain a copy from your school if necessary.*
Evaluation Report (ER)	You can obtain a copy from your school if necessary.*
Notification of Recommended Educational Placement (NOREP)	You can obtain a copy from your school if necessary.* If your child has been exited from Special Education services, your school can provide you with an exit-NOREP.
Requested Gifted Records (if applicable)	
Gifted Written Report (GWR)	You can obtain a copy from your school if necessary.*
Gifted Individual Education Plan (GIEP)	You can obtain a copy from your school if necessary.*
Notice of Recommended Assignment (NORA)	You can obtain a copy from your school if necessary.* If your child has been exited from Gifted services, your school can provide you with an exit-NORA.*
Requested Custodial Instructions (if applicable)	
Court-issued custody agreement	If there is a court-issued custody agreement, please submit this document.
Court-issued guardian document	Children living with a guardian must submit court-issued guardianship documents. Please call with any questions – 866-728-2751

Documents should be prepared prior to completing your [online application](#). Once you complete your application, you can submit your paperwork.

Documents can be submitted via:

- Email: enrollment@pavcsk12.org
- Fax: 866-550-9323
- Direct upload to your [application](#)

Documents will be processed within 24 hours of submission. Families can expect a confirmation email once documents are processed.

Questions? Please contact us:

- Phone: 866-728-2751
- Email: learnabout@pavcsk12.org

Know Your Rights*

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records.