

PA Virtual Charter School Documents for Enrollment

This resource provides guidance for each type of document that applicants may be asked to submit. Please call 866-728-2751 with any questions.

When submitting any of the documents below, be sure they meet the [requirements for acceptance](#).

Required Documents

Except when a child is homeless, the state requires schools to gather the following information before enrolling the child and allowing them to attend school.

Parent Proof of Residence	<ul style="list-style-type: none">• A mortgage statement no more than 3 months old• A current deed• An active residential lease agreement• A utility bill no more than 3 months old• An internet bill no more than 3 months old• A credit card bill no more than 3 months old• A bank statement no more than 3 months old• A tax bill no more than 3 months old• An insurance document no more than 3 months old• A piece of mail sent in the past 3 months by the federal or state government such as benefits information, voter registration, or tax documents
Student Proof of Age	<ul style="list-style-type: none">• Child's birth certificate• Child's valid passport• Child's baptismal certificate with seal
Student Immunization Record	<ul style="list-style-type: none">• Please see PA state-mandated Immunization Requirements.

Requested Academic Records

Many of these documents can be downloaded from a school portal or obtained from your child's school.*

- Most Recent School-issued Report Card
- High School Transcripts (grades 9-12 only)
- Current Attendance Record
- Current Disciplinary Report
- 504 Plan

Requested Homeschool Documents (If applicable)

These documents apply only to children who have been traditionally homeschooling.

- Most Recent Homeschool Affidavit (notarized)
- Most Recent Homeschool Evaluation

Requested Special Education Records or Gifted Records (If applicable)

These documents can be obtained from your child's school.

- Individualized Education Plan (IEP)
- Evaluation Report (ER)
- Notification of Recommended Educational Placement (NOREP)

- Gifted Individualized Education Plan (GIEP)
- Gifted Written Report (GWR)
- Notification of Recommended Assignment (NORA)

If your child has been exited from Special Education Services or Gifted Services, please submit an exit-NOREP or exit-NORA.

Requested Custodial Documents (If applicable)

- Court-issued Custody Agreement
- Court-issued Guardian Document

An update will be emailed once submitted documents are processed by our team; please allow up to 2 business days for processing.

Questions? Please call 866-728-2751 and press 1 for the Enrollment Department.

***Know Your Rights**

The Family Educational Rights and Privacy Act (FERPA) is a federal 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. Learn more [here](#).