

## Sample Enrollment Letter

(Child lives in the school district with a foster family,  
parents live in another district)

Date:

To Whom It May Concern:

I am writing to request that \_\_\_\_\_, DOB \_\_\_\_\_ be enrolled as soon as possible. I understand that state regulations and the Pennsylvania Department of Education have clarified that only the following documents are required for enrollment.

I have enclosed:

1. **Proof of Age.** (If you have the birth certificate, say so. If not, try to get a notarized statement of age from the parents or ask the new school district to confirm the student's age from the old district's school records - which you may have in your possession or the new district can request.)
2. **Immunization record.** (If you are having trouble locating this, state the following: "I understand that confirmation from the youth's former school or the youth's doctor that immunizations are up-to-date will satisfy this requirement if records are to follow. A contact at the youth's former school who can provide this information is: \_\_\_\_\_." Or, "the doctor who can provide this assurance is: \_\_\_\_\_.")
3. The completed **Parent Registration Statement.** (This can be signed by a "person having control or charge of a student.")
4. **Proof of residency.** (This can be a written statement from the social worker on provider agency letterhead, stating the youth's current residence and proof that the foster family resides in the district with, for example, utility bills, lease.)

I understand that this student must be enrolled and able to attend school within five (5) business days of the submission of this information. I appreciate the school's cooperation in assisting this youth with prompt enrollment. I further understand from PDE's Basic Education Circular on Enrollment that while the district may request contact and emergency information as well as the name of the last school the child attended, the district cannot require, as a condition of enrollment, the child's "social security number, picture identification, reason for a child's placement if not living with natural or pre-adoptive or adoptive parents, court orders, guardianship or a visa."

I would also appreciate if the school would immediately request that the student's old school district, \_\_\_\_\_, forward the student's records as soon as possible so that the student's immunizations, placement and service needs, and academic credits can be confirmed promptly.

Please contact me if you have any questions.

Sincerely,

**Thanks to the Annie E. Casey Foundation for its Support**

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