



WELCOME TO THE NORTH EAST SCHOOL DISTRICT

NEW STUDENT REGISTRATION REQUIREMENTS

The following items are required for the registration and entry of a student into the North East School District.

1. **PROOF OF RESIDENCY (TWO FORMS)** – Provide any two of the following documents with your current North East, PA address:
 - a. Current utility bill or confirmation of new utility service
 - b. Lease Agreement or Mortgage Statement/Sales Agreement**NOTE:** Wireless bills are not accepted.
2. **PARENT/GUARDIAN VALID PHOTO ID** – Provide a valid photo ID such as a Driver's License or state issued ID.
3. **STUDENT'S ORIGINAL BIRTH CERTIFICATE** – Provide the original copy to the school district and a copy will be made for the student's file.
4. **STUDENT'S CURRENT IMMUNIZATION RECORDS** – Students will not be permitted to attend school until all required immunizations are provided to the school.
5. **CUSTODY ORDER** – If a custody order is in effect for the student(s) being registered, the district will need to make a copy of the most recent order.
6. **FOSTER CARE** – If applicable, provide placement documentation.

If you have any questions, please call the Administration office at (814) 725-8671 ext. 3900.



Registration History & Census Form

Please complete one form per household.

Head of Household Last Name: _____ Primary Phone #: _____

Physical Address:

P.O. Box Address (if applicable):

Address		PO Box #	
City		City	
State, Zip		State, Zip	

Parent/Guardian Information with whom student(s) primarily reside(s):

Last Name		Legal Relationship to student(s) Please check one.	Mother		Legal Guardian	
First Name			Father		Other (explain)	
Address			Step-Parent			
City		Primary Phone				
State, Zip		Work Phone	Ext:			
Employer		Email Address				

Last Name		Legal Relationship to student(s) Please check one.	Mother		Legal Guardian	
First Name			Father		Other (explain)	
Address			Step-Parent			
City		Primary Phone				
State, Zip		Work Phone	Ext:			
Employer		Email Address				

List all children in household under the age of 18 including the student(s) you are enrolling:

	Last Name	First Name	Middle Name	Date of Birth MM/DD/YY	Gender	Grade	Does child have ER, IEP, GWR, GIEP or 504 Plan?	Student ID (Office Use Only)
1								
2								
3								
4								
5								
6								

List all adults in household ages 18 and over including yourself:

	Last Name	First Name	Date of Birth MM/DD/YY	Gender	Employer Name	Other R = Retired H = Homemaker U = Unemployed S = Student
1						
2						
3						
4						

Registration History & Census Form (cont.)

Parent/Guardian in active military? Yes ☐ No ☐

Does a custody order/issue exist? Yes ☐ No ☐

If yes, documents must be provided to school office(s).

Do you consider your family to be in a homeless situation? Yes ☐ No ☐

Did student(s) attend a Pennsylvania school in the past? Yes ☐ No ☐

If yes, please list the school name(s): _____

If student(s) is/are entering the North East School District from another state, please complete:

Student Name	Entry Date into PA MM/DD/YY	Previous State	Previous City	Previous School Name

Medical Insurance Information

Is/Are student(s) covered by medical insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Healthcare Provider or Medical Assistance Benefits	
Policy Number	

NOTE: If student(s) is/are not covered, free or low-cost insurance may be available through the C.H.I.P. program.
Please contact the school office at 814-725-8671 for more information.

Parent/Guardian to initial each item, as applicable, indicating consent:

Walks and Field Trips		Administration of Minor First Aid	
Transportation by District		Obtaining Emergency Medical Care	
Swimming / Wading			

Additional Information: _____

Parent/Guardian Signature

Date

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

****Usually given as MMR*



ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.



pennsylvania
DEPARTMENT OF HEALTH



NORTH EAST SCHOOL DISTRICT

SAPPHIRE PARENT/GUARDIAN PORTAL

ENROLLMENT INSTRUCTIONS



North East School District utilizes the **Sapphire K-12** student information system to communicate with parents and guardians, providing online access to basic school account and grade information for your child. This is also the system that the district uses for mass phone and text alerts regarding weather delays, school cancellations and other important information. All parents/guardians are encouraged to enroll for access to this system.

The Sapphire link and instructions to create an account are located on the district's website at **NESD1.org**. Click the **"Departments"** tab, click the **"Technology"** link then click the **"Sapphire"** link.

Please note that parents/guardians may only access this system by submitting the online application and agreeing to the Acceptable Use policy. Should you need assistance with the enrollment process, or if you would like to use a district computer to access your student's information, please contact your student's school office for assistance.

North East High School	(814) 725-8671 ext. 1003
North East Middle School	(814) 725-8671 ext. 2003
North East Elementary School	(814) 725-8671 ext. 3000



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

25-26 ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS, SERVICES FOR GIFTED STUDENTS, & SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Notice to Parents

The North East School District hereby notifies parents and guardians of children with disabilities aged 3-21 of the availability of Special Education Services, under the requirements of Chapter 14 of the School Code, to meet each student's unique educational needs. Each school implements a screening and evaluation process to identify students who may require Special Education Services. Screenings are conducted throughout the school year and during Kindergarten registration. If parents or guardians think their child might need Special Education Services or that the child may have a developmental delay, a referral may be initiated by contacting one of the following:

- The Director of Special Education
- Your child's building principal
- The North East School District Central Administration Office
- The Northwest Tri-county Intermediate Unit (IU5)

Available programs and services, at no cost to parents, include:

- Early Intervention - for children ages 3-5 with developmental delays or identified disabilities.
- Learning Support - for students with disabilities that impact learning, including Specific Learning Disabilities, Intellectual Disabilities, Autism, and Other Health Impairments.
- Autistic Support - for students identified with Autism who require targeted support to address communication, social, and behavioral needs..
- Emotional Support - for students with emotional or mental health needs that interfere with educational performance.
- Sensory Support - for students who are Deaf, Hard of Hearing, Blind, or Visually Impaired.
- Physical Support - for students with physical disabilities requiring extensive accommodations or modifications to access education.
- Life Skills Support - for students with moderate to severe disabilities who require instruction in functional academics, daily living skills, and vocational training.
- Speech and Language Support - for students with speech or communication disorders that affect speech, language, or voice.

**Some services for NESD are provided through coordination with the Tri-County Intermediate Unit 5.*

Early Intervention

IDEA 2004 states that early intervention services must be provided to infants and toddlers with developmental delays or established risk conditions. Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information, you may contact the Early Intervention Department at Intermediate Unit 5.

Evaluation Process

North East School District has a procedure in place by which parents can request an evaluation. Parents may request an evaluation in writing by addressing a letter to either the Director of Special Education or the Principal of the school their child attends. Upon receipt of this request, the District will arrange to meet with the parents to discuss their concerns, the special education evaluation process, and answer any questions. Parents of preschool-age children, ages three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense. Please see NESD Board Policy 113.3 for more information on how to obtain an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible for and in need of special education services. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement. Revocation of consent must be made in writing to the Director of Special Education.

Section 504/Chapter 15

Parents of children who do not require special education are protected by the regulations of Chapter 15 of the School Code. North East School District is required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled *Implementation of Chapter 15*. Parents who feel their child may be a child with a “protected handicap” should contact the principal of the school their child attends or the Director of Special Education for the North East School District.

Gifted Services

The North East School District is required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. Parents who feel their child may be gifted should contact the principal of the school their child attends or the NESD Gifted Coordinator. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

Confidentiality of Information

The North East School District maintains records concerning all children enrolled in the school, including students with disabilities. All records are maintained with the strictest confidentiality. Parental consent, or the consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted by the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. North East School District must protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. North East School District must maintain, for public inspection, a current listing of the names and positions of employees throughout the district who have access to personally identifiable information. Please see NESD Board Policy 113.4 for district procedures related to the confidentiality of special education student information.

For additional information related to student records, the parent can refer to the FERPA at the following URL:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Public Notice

In addition to this public notice, the School District shall publish written information in the student handbook, in the annual school calendar, and on the website. The district shall also make this public notice available through additional publications provided to the North East community.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, children thought to be gifted, and their parents. For more information, or to request an evaluation or screening of a school-aged child, please contact the school principal or:

Brianne Hodges
Director of Special Education
North East School District
50 East Division Street
North East, PA 16428
814-725-8671 x. 3018
bhodges@nesd1.org

For additional information regarding the screening and evaluation of a preschool-aged child, please contact:

Special Education Department
Northwest Tri-County Intermediate Unit #5
252 Waterford Street
Edinboro, PA 16412
1-800-677-5610
brandie_stevens@iu5.org

The North East School District does not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in the school district shall be denied equal opportunity to participate in age and program-appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

GIFTED EDUCATION

North East School District is required to conduct child-find activities for students who may be eligible for gifted services via 22 PA Code Chapter 16.

Parents who feel their child may be gifted should contact the principal of their child's school or the NESD Gifted Coordinator.

If a student is both gifted and eligible for special education, the procedure in IDEA and Chapter 14 shall take precedence.

SECTION 504/CHAPTER 15

Children with a "protected handicap" who do not require special education may qualify for a Section 504/Chapter 15 plan. The purpose of this plan is to remove barriers that may prevent the student from participating in the school environment. Parents who believe their child may qualify and require accommodations should contact the school counselor, principal, or Director of Special Education to learn more.

MORE INFORMATION

Brianne Hodges

Director of Special Education



814-725-8671 x3027



NESD Student Services
50 East Division Street
North East, PA 16428



www.nesd1.org



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2025-2026

Annual Public Notice of Special Education services and programs, Gifted services, and services for Protected Handicapped Students

SPECIAL EDUCATION

PROGRAMS/SERVICES AVAILABLE

*Some services are provided through coordination with IU5.

- **Early Intervention** - children 3-5 with developmental delay or identified disabilities
- **Learning Support** - targeted support for disabilities that impact learning
- **Autistic Support** - support for students with autism with communication, social, and behavioral needs
- **Emotional Support** - support for emotional or mental health needs that interfere with educational performance
- **Sensory Support** - for students who are Deaf, Hard of Hearing, Blind, or Visually Impaired
- **Physical Support** - support for physical disabilities requiring extensive accommodations or modifications
- **Life Skills Support** - for students with moderate to severe disabilities requiring instruction in functional academics, daily living skills, and vocational training
- **Speech and Language Support** - support for speech or communication disorders impacting speech, language, or voice

EVALUATION

Parents may request a special education evaluation in writing to the principal of their child's school or the Director of Special Education.

Parents of preschool-aged children may request an evaluation through the Tri-County Intermediate Unit (IU5)

CONSENT

The school cannot proceed with an evaluation, reevaluation, or the initial provision of special education services without the written consent of parents. Please refer to the Procedural Safeguards Notice for more information. If you are in disagreement with the school's evaluation, you may request an independent education evaluation at public expense by contacting the Director of Special Education.

PROGRAM DEVELOPMENT

After an evaluation, a team of qualified professionals and the parents determine if the child is *eligible for* and *in need of* special education. If so, an Individualized Education Program (IEP) is developed to determine appropriate accommodations, modifications, and educational placement. A Notice of Recommended Educational Placement (NOREP) will be issued to obtain consent before initial services are provided. Parents have the right to revoke consent at any time.



CONFIDENTIALITY

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This notice is only a summary of the services, evaluation and screening activities, and protections pertaining to children with disabilities, children thought to be disabled, children thought to be gifted, and their parents. For more information, or to request an evaluation or screening of a school-aged child, please contact the school principal or Director of Special Education.