# 2026
# STUDENT ENROLLMENT

## HOW TO ENROLL

**Enrollment for all students is now completed online through PowerSchool Enrollment Express.**

**Please note that there are _no student transfers_; you must complete the full enrollment process to enroll your student in our district.**

**[Click Here to Access the BASD Student Enrollment Page or Scan the QR Code.](#)**

## NEED ASSISTANCE?

**We are here to help! On our enrollment page, you will find detailed instructions and resources to guide you through the process.**

**Appointments are necessary if you require one-on-one assistance to complete the registration or if you are experiencing any issues throughout the process.**

**Contact Us to Schedule an Appointment:**
**Email: [mallonl@basd.k12.pa.us](mailto:mallonl@basd.k12.pa.us)**

### Regular Enrollment Hours:
**Monday - Friday**
**8:00 - 11:30 am**
**1:00 - 3:00 pm**

### Summer Enrollment Hours:
**Monday - Thursday**
**8:00 - 11:30 am**
**1:00 - 3:00 pm**

# Complete Pre-Registration
There are 2 ways to access the Pre-Registration Form.

## Navigate to our Enrollment webpage:
**https://www.basd.k12.pa.us/Enrollment.aspx**.

**CLICK HERE**
**PRE-ENROLLMENT FORM**

**Fill out the Pre-Registration Form completely and accurately.**

**Please use and email address you access frequently.**

**All communication will be sent to the email you provide when you pre-register**

### 1. Pre-Registration Form

#### Student Information
Please enter your student's full name as it appears on their birth certificate.

First Name *

Middle Name

Last

DOB *

MM/DD/YYYY

Gender *

Grad

Has your student ever been previously enrolled in the Beaver Area School District? *
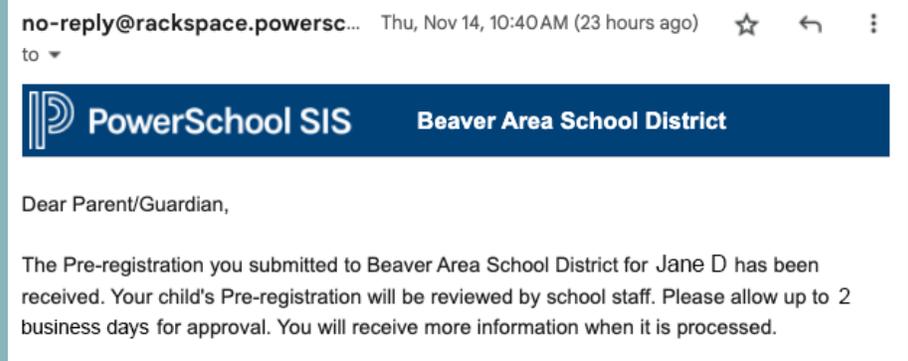
○ Yes
○ No

Address

## Parent Email Confirmation
Once this form is submitted, our office is notified
and will either approve or deny the pre-registration.

**Please allow up to 2 business days for the approval to be completed.**

**If the pre-registration is approved, you will receive an email from Powerschool with next steps. Please make sure to check your spam/junk folder if you have not received this email in your inbox.**

**If the pre-registration is denied, you will hear from our office with an explanation.**

no-reply@rackspace.powersc...   Thu, Nov 14, 10:40 AM (23 hours ago)   ☆   ↩   ⋮
to ▼

**P** PowerSchool SIS      **Beaver Area School District**

Dear Parent/Guardian,

The Pre-registration you submitted to Beaver Area School District for Jane D has been received. Your child's Pre-registration will be reviewed by school staff. Please allow up to 2 business days for approval. You will receive more information when it is processed.

# Complete All Enrollment Forms

**Forms can be completed in any order.**
As you move through the forms, they will either be approved or denied.

If they are approved, the circle next to them will turn **green**.
If they are rejected, you will receive an email with an explanation.

## Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- **Forms**
- School Bulletin

**We recommend using the web-based Parent Portal for the best experience.**

**Select "Forms" from the Navigation panel on the left. Then select "Enrollment"**

**Documentation will need to be uploaded directly on Required Documents Form.**

**If you have issues with uploading the documents please reach out to mallonl@basd.k12.pa.us.**

### 2. Student Information
same for both K-12
Last Entry: 11/01/2024 12:56:03 PM

### 3. Parent/Guardian and Emergency Contact Information
same for both K -12

### 4. Health History/Health Information
same for both K-12

### 5. Home Language Survey
same for both K-12

### 6. Parent Registration Statement
For Grade 1-12

### 7. Previous Enrollment and Records Release
For Grades 1-12

### 8. Special Education Services Information
For Grades 1-12

### 9. Student Residency Questionnaire
same for both K-12

### 9.1 Required Documents
same for both K -12

**Once all the forms are completed and we have all the required documents someone from our district will reach out to you regarding your child's start date.**

# Create PowerSchool Account

**Once the pre-registration is approved,
you will receive an email with this information.**

## PowerSchool SIS — Beaver Area School District

Thank you for beginning the process of enrolling your student with Beaver Area School District. Below are instructions to complete the enrollment process.

**Step 1: Set up a PowerSchool account**
If you DO NOT already have a PowerSchool account, you can set one up by doing the following:
1. Open your internet browser and go to basd.powerschool.com/public.
2. Click on the "Create New User" tab.
3. Fill in the requested information for your desired username and password.
4. Enter your student's full name, Access ID, and Password. This information is located at the bottom of this email.

**Step 2: Complete Enrollment forms**
In PowerSchool:
1. Select the student you are enrolling
2. Click on the Forms link in the left navigation menu.
3. Please complete all forms to finalize enrollment into the Beaver Area School District.

**Step 3: Required Documents**
In PowerSchool all required documents will need to be uploaded during the enrollment process.
To view the list of required documents please visit our New Student Page on our website under the DISTRICT tab.

A PowerSchool App is also available for use. If you download the app, you will need our District Code: BWFG

**If you are planning to complete enrollment on your cell phone, there is an app available and you will need the district code. BWFG**

Access ID:
Access Password:

**\*\*The Student Access ID and Password is located at the bottom of the email that will be sent from PowerSchool.**

**The email will contain a unique Access ID and password to connect your account to your student.**

**Access ID and password are CASE SENSITIVE and must match exactly what is in the email.**

## PowerSchool SIS

### Student and Parent Sign In

| Sign In | Create Account |

**Username**

**Password**

Forgot Username or Password?

## PowerSchool SIS

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:   •Be at least 8 characters long      •Not be a well known password

**Link Students to Account**

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

# REQUIRED DOCUMENTATION
## for Student Registration

**Kindergarten**: The student must be five (5) years old prior to September 1st.
**First Grade**: The student must be six (6) years old prior to September 1st.

## Proof of Student's Age
**Any one of the following constitutes acceptable documentation:**

- **Student's Birth Certificate**
- **Passport**

## Student Health Records

- **Immunization Records**

## Proof of Residency
**Any one of the following constitutes acceptable documentation:**

- **Lease/Rental Agreement**
  Agreement must list ALL tenants, show dates of occupancy and be signed and dated by the tenant and landlord.
- **Mortgage Statement/Deed**
  Statement/Deed must show parent/guardian name(s) and address
- **Statement of Sales Agreement**
  Only provide if you do not have a Mortgage Statement and are purchasing a home

## Additional Proof of Residency
**Any one of the following constitutes acceptable documentation. Must show name and address.**

- **Utility Bill** (electric, gas, sewage, water bills only)
- **Post Office Change of Address Form** (must show full name, old and new address)
- **Payroll Stub** (within thirty (30) days)
- **Most Current Property Tax Receipt**

### Additional Requested Documentation

School Districts often seek to obtain information from families in addition to the mandatory items listed. Although not required, the following requested documents will greatly assist in providing Beaver Area School District with critical information concerning your child.

- **Parent/Guardian's Valid Driver's License or State ID**

- **Completed Physical** (required ONLY for grades K, 6, 11)

- **Dental Forms** (required ONLY for grades K, 3, 7)

- **Proof of Custody/Child Support** (if applicable)
  Divorced or separated parents should provide an official court order which names the custodial parent.

- **Proof of Guardianship** (if applicable)

- **Previous School Information for Grades 9-12 Only**
  This paperwork is crucial for ensuring proper placement of your child.
  - **Transcript**
  - **Latest Report Card**
  - **Latest Schedule**
  - **Special Education Records: IEP and 504 plan** (if applicable)

**The district may require that more than one form of residency confirmation be provided.**