

# Registration Gateway

Registration Gateway is Kennett Consolidated School District's *New Student Registration Portal*. You must complete the entire registration process for your student to be enrolled. Go online to access our Registration Gateway:



[Registration Gateway URL](https://cas.kcsd.org) - <https://cas.kcsd.org>

If you have an account already, **login** using your username and password.

The screenshot shows a login form with the following elements:

- Section: **Enter your Username and Password**
- Text: *If you are new to this system, please click the link below and then click "Start" on the next screen to create a username and password. If you already have a username and password, please enter them to the left to access Gateways. For security reasons, please Log Out and Exit your web browser when you are done. The services listed below may be accessed without authentication.*
- Fields: **Username:** and **Password:** (both with eye icons for visibility)
- Buttons: **LOGIN** and **CLEAR**
- Link: [Forgot your password?](#)
- Icon: **Registration Gateway** (with a logo)
- Callout Box: A red speech bubble pointing to the LOGIN button containing the text: "Already have an account? Login here"

If you have not already created an account, click on the **Registration Gateway icon**. Then, on the following page, you will click **Start** to create an account.

The screenshot shows the **Registration Gateway** icon (a computer monitor with a red and yellow flame) and a callout box with a green border containing the text: "First time here? Click 'Registration Gateway' to begin".

The screenshot shows the text: **NEW TO THE GATEWAY, PLEASE CLICK "START."** and a red **Start** button with a white icon of three hands. A callout box with a green border points to the button and contains the text: "Create an account by clicking Start".

Read the information, check the box that says *I'm ready to begin*, and click **Save and Next**.

**Dear Parent/Guardian,**

Welcome to our New Student Registration portal. You must complete the entire registration process for your student to be enrolled. On the last page of this process, you will be asked to schedule a required meeting with the district registrar. You will be given a list of documents to bring to your meeting at the school. You must bring these documents or you may be asked to return later with them.

Please check the "I'm ready to begin" box and then click "Save and Next". We look forward to meeting you and your student.

1  I'm ready to begin

2 **SAVE AND NEXT**

Enter the information requested to create your account and click **Save and Next**. Note: email *is not required* but is helpful if you forget your password and need to reset it to a new one.

0-19%	20-39%	40-59%	60-79%	80-100%
<b>Username *</b> Enter your unique username				
<b>Password *</b> Must contain 1 number and be 6 characters				
<b>Confirm Password *</b> Confirm your password				
			<b>Email address (needed if you forget your password)</b> Needed if you forget your password	
			<b>Challenge Question (in case you forget password) *</b> In what city were you born?	
			<b>Challenge Question Answer *</b> Answer is case sensitive	
<b>SAVE AND NEXT</b>			<b>Choose a username and password for your registration account</b>	

Enter the Parent/Guardian information requested and click **Save and Next**. **IMPORTANT NOTE:** *If you do not have full or partial legal custody or are not a resident of the district, please log out and contact Central Enrollment at 610-444-6600. We will advise you on how to proceed.*

The screenshot shows the 'Primary Parent/Guardian Registration Gateway' page. On the left is a sidebar with 'Create or Edit My Account', 'Pre-Register' (highlighted), and 'Logout'. The main content area has a progress bar with five segments: '0-19%', '20-39%' (highlighted), '40-59%', '60-79%', and '80-100%'. Below the progress bar are 'BACK' and 'SAVE AND NEXT' buttons. A red callout box in the top right says 'Fill out information on each page, then click **Save and Next**'. Below this is a text instruction: 'Only a parent/legal guardian is allowed to register a student. The student must reside with this guardian. Contact information on this page is used for both this guardian and the student.' The form fields include: 'Prefix' (dropdown), 'Parent/guardian first name \*' (text input with 'As it appears on valid photo ID' and a photo icon), 'Parent/guardian last name \*' (text input with 'As it appears on valid photo ID'), and 'Suffix' (dropdown).

You will then proceed to fill out the requested student and family information on **all of the remaining pages**. After completing each page you will click **Save and Next** to go to the next page. You can return to the previous page by clicking the **Back** button.

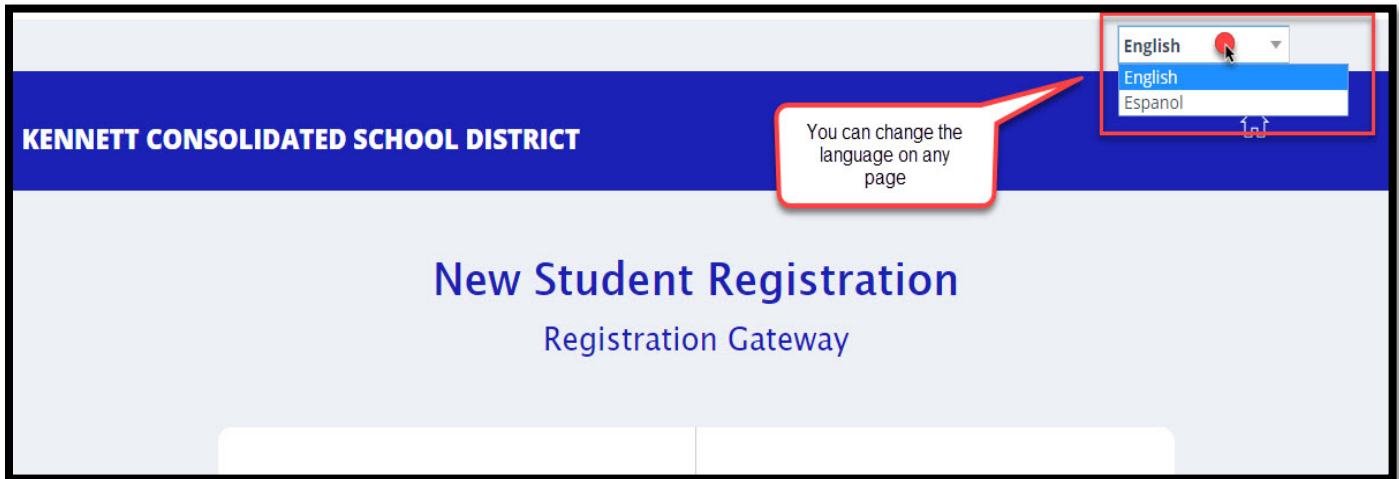
Information you have entered is saved after completing each page so you are able to return to the registration form at any time and pick up where you left off. Simply login again on the login screen to return to the registration form.

The screenshot shows the 'Your Students Registration Gateway' page. The sidebar on the left is identical to the previous page. The main content area has a yellow informational banner: 'This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist as you may need it after this Gateway process.' Below the banner is a table with columns for 'First Name', 'Last Name', 'Status', 'Edit', and 'Delete Student'. The table contains one row: 'Student1', 'Family1', 'Saved', 'Edit', and 'Delete Student'. Below the table are three buttons: 'ADD STUDENT', 'FAMILY REVIEW', and 'CHECKLIST/APPOINTMENT'. A green callout box points to the 'CHECKLIST/APPOINTMENT' button with the text 'Pick up where you left off!'.

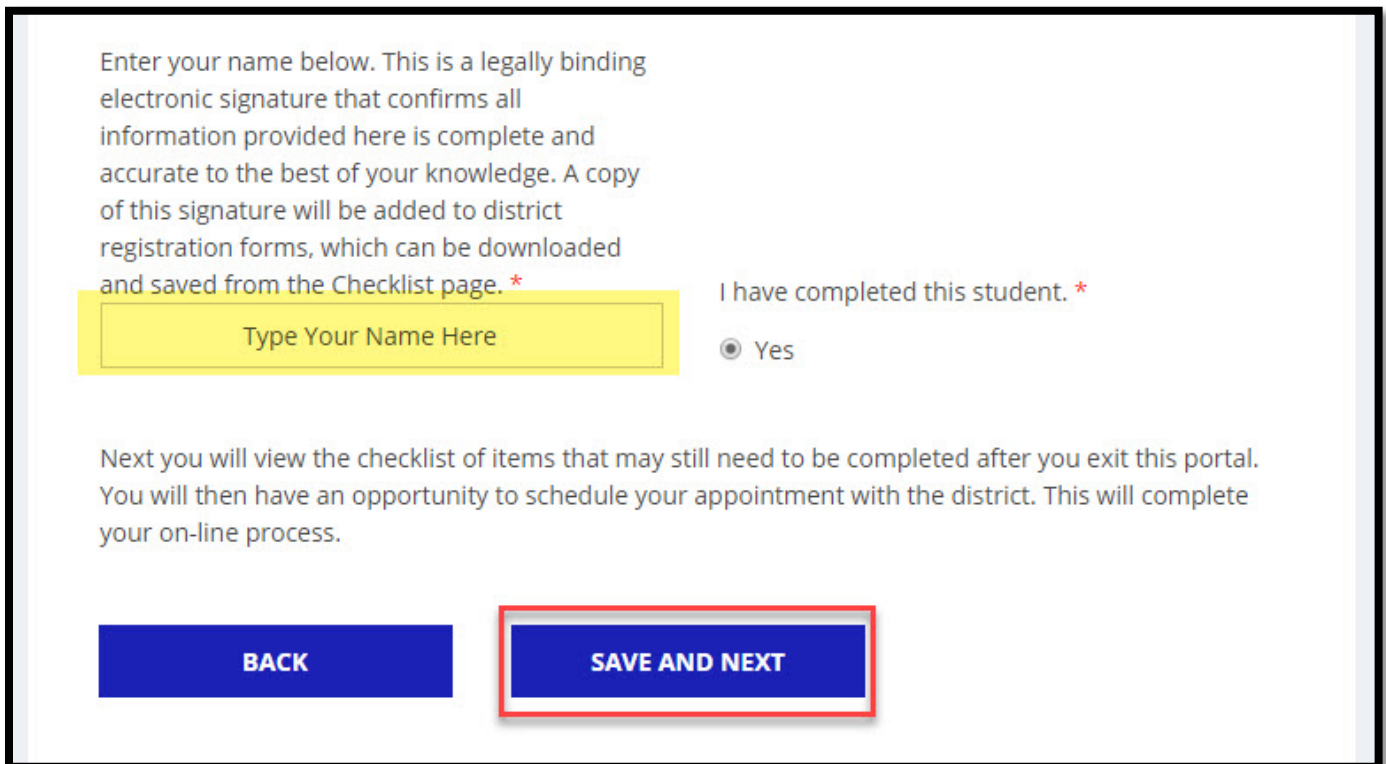
Logging back into your account will allow you to:

- ✓ Pre-register additional students
- ✓ Edit student information
- ✓ Review the Registration Checklist

At any point during the online registration process, you can translate the page you are on into Spanish by selecting *Espanol* from the box located in the top right area of each screen.



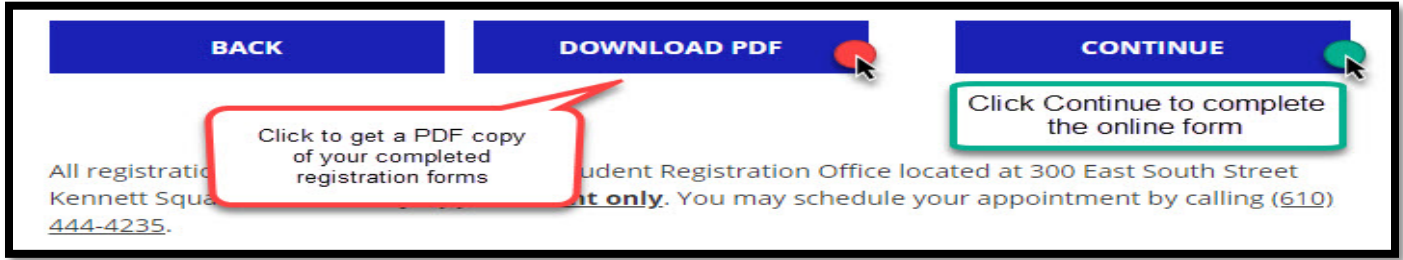
After filling out all requested information you will come to the second-to-last screen:



Type your name, this is a legally binding electronic signature that confirms all information provide is complete and accurate to the best of your knowledge. **NOTE: During your registration appointment with our Registrar you will be asked to *sign again* at the completion of the process.**

Lastly, you will come to the Registration Checklist page. This page provides information on all the required documentation you will need to bring to your registration appointment.

To view or print a PDF of these instructions (and a copy of the registration questions and answers), scroll to the bottom of the page and click on the "Download PDF" button. **Click Continue when you are finished to complete the online pre-registration process.**



**IMPORTANT NOTE:** You will also need to schedule an appointment with the district Registrar. **An appointment is required to complete the registration process.** A student will not be registered until all documentation has been submitted to the registrar. **You may schedule your appointment by calling (610) 444-4235.**

# Registration Checklist

All registrations will be processed in the Student Registration Office located at 300 East South Street Kennett Square, PA 19348 **by appointment only**. You may schedule your appointment by calling (610) 444-4235.

## NOTE: Age Requirements for Registration

**Kindergarten:** Students must have attained the age of 5 years on or before September 30<sup>th</sup>

**First Grade:** Students must meet the conditions of A or B

A. Students must have attained the age of 6 years on or before September 30<sup>th</sup>

-OR-

B. Students must have attained the age of 5 years, 7 months before September 1<sup>st</sup>

-AND-

Students must have successfully completed a kindergarten program that satisfies the requirements established by Pennsylvania statutes, regulations, and rules

## Required Documents: These items must be presented at the time of your scheduled appointment

**A. Two (2) current proofs of residency** (Please note that you may provide ONLY ONE document from each Schedule Category)\*:

### Schedule A:

1. Mortgage Statement\*\*
2. Settlement Statement
3. Property Deed
4. Homeowner's Insurance Policy
5. Current Lease (executed within the last year & signed by both parties)
6. Employer letter evidencing employer-provided housing\*\*
7. Landlord Affidavit
8. Real Estate Tax Bill

### Schedule B:

1. Vehicle Registration Card
2. Vehicle Insurance Card
3. Voter's Registration Card
4. Bank or Credit Card Statement\*\*
5. Utility Activation or Billing Statement\*\*
6. Employer letter on Letterhead/Paystub (if not selfemployed)\*\*
7. Renter's Insurance Policy
8. Public Assistance

\*Current address must be listed on documentation. Further documentation may be requested at the discretion of the school district

\*\*Proof must be dated within 30 days or quarterly of the current billing cycle

† Accepted utility statements are limited to: Water, Electric, Oil, Propane, Cable/Internet, Trash Bill

**B. Parent/Guardian Identification:** Driver's License, State Issued I.D., Passport (Valid)

**C. Student Identification:** Original Birth Certificate, Baptismal Certificate, or Valid Passport

**D. Medical Information:** Immunization Record

**If Applicable:**

**Additional Forms (Included):** in the Registration Packet are conditional forms relevant only to some registrants

**Medical Forms:**

1. Physical Examination Form
2. Dental Examination Form

**Alternate Residency Agreements:**

1. Residency Statement
2. Landlord Affidavit

**Additional Forms (Not Included):**

1. Guardianship Affidavit: Completed at the time of registration only if student is residing with someone other than the parent
2. Original Placement Letter: Required at the time of the registration appointment if student is placed with a family by a court system or foster agency

**To ensure a smooth transition in the educational needs of your child, the following documents should be provided**

1. Copy of last report card and/or withdrawal grades if the child previously attended another school
2. Copy of unofficial school transcript if student has completed at least half a semester in grades 9–12
3. For special education students, a copy of the most recent Individualized Education Plan (IEP) and evaluation report
4. 504 Service Agreement/Plan

Once all registration requirements have been met, you may contact the appropriate school (s) regarding orientation programs and class scheduling.