

**Kristina Sonney, Registrar – Email: kristinasonney@generalmclane.org
Phone: 814-273-1033. Ext. 5905 - Fax: 814-273-1030**

A. Welcome to General McLane School District. All documentation in this section must be provided for registration:

- Birth Certificate
- Proof of Residency
 - Valid Pennsylvania Driver's License (Please include copy of license)
 - Current Executed Lease (Please include copy of lease)
 - Verification of Closing Date (Please include copy of closing)
 - Utilities Bill (Please include copy of utilities bill)
- Immunization Records
- Court Placed Children (if applicable)
 - Placement Letter from Agency
 - Does the Foster Parent Receive a Daily Per-Diem from the state?

B. The following Items will need to be completed and returned to the registrar for processing before the student may begin classes:

- Registration Form with Home Language Survey
- Parental Registration Statement
- Health History Form
- Release of Information Form
- Student Residency Questionnaire
- Special Education Records if applicable, IEP/ER)
- Previous Parental School Records (report cards, etc.)
- Bus Request
- Free/Reduced Lunch Online Application

You may contact General McLane staff by email using the following address:
firstname.lastname@generalmclane.org