



KEYSTONE OAKS SCHOOL DISTRICT
WILL NOW OFFER

Online Student Registration

Beginning January 8, 2018, students who are enrolling for the 2017-2018 school year can start the online registration process by following the instructions on the right.

Students entering kindergarten during the 2018-2019 school year, and other students who are enrolling for the 2018-2019 school year, can start the online registration process on February 22, 2018.

Pupil Services Hours & Contact Information

Mrs. Melanie Streitmatter
streitmatter@kosd.org
412-571-6162

1000 Kelton Avenue
Pittsburgh, PA 15216

Monday - Friday
8 - 11 am & 1- 3 pm

STUDENT REGISTRATION STEPS

- 1 Call Melanie Streitmatter, Keystone Oaks Registration Secretary, at 412-571-6162 to ask for the **Enroll Code**. You will need to provide a street address.
- 2 Visit www.kosd.org/NewStudentRegistration.aspx on a computer, tablet, or mobile device. It is recommended that you DO NOT use the Internet Explorer web browser.
- 3 Fill out the online registration form, enter the Enroll Code and click "Apply to School."
- 4 Check your e-mail for enrollment confirmation and instructions on how to create a new PowerSchool account.
- 5 Once your PowerSchool account is created, you will follow the detailed instructions in the e-mail to finish filling out the enrollment forms in PowerSchool. You will be able to upload all of the required documentation directly into PowerSchool.
- 6 After you complete the required forms online, you will need to bring hard copies of your child's birth certificate AND two proofs of residency to Pupil Services during normal business hours (listed to the left).
The District is required to have hard copies of these items on file, even though you will also upload them as part of the registration process.

Proofs of residency include the following:

- A valid Pennsylvania driver's license or Pennsylvania photo identification or vehicle registration card with the address of your current residence within the school district;
- Proof of utilities (current within the last 30 days) in your name at the address of your current residence which include gas, electric, sewage, or phone;
- A deed, current lease, current utility bill, property tax bill, current credit card bill with the name and address of your current residence;
- An occupancy permit for your current residence issued within the past year in your name and address;
- A valid U.S. passport with the name and address of your current residence;
- A current payroll check or government check stub with the name and address of your current residence;
- An IRS tax return within the last year with name and address of your current residence

EVENING REGISTRATION EVENTS

If you need assistance with the online registration process, Keystone Oaks will provide computers and technical support on the following dates:

Thursday, February 22, 2018 - following the [Kindergarten Open House event](#); for parents/guardians of new kindergarten students only. [Click here to RSVP online](#).

Thursday, April 19, 2018 - 5-7:30 pm; Middle School Library; [Click here to RSVP online](#).

If you need technical assistance outside of these designated times, please contact Melanie Streitmatter to set up a registration appointment.