



Waynesboro Area School District

Dr. Rita Stener-Hine
Superintendent

Dr. Todd Dishong
Assistant Superintendent

Memorandum

To: Parent(s)/Guardian(s)
From: Office of School Enrollment
Date: May 25, 2023
Subject: *Summer Withdrawal/Moving Out of District*

Hello parent/guardian,

Did you recently move or have plans to move over the summer break? If so, please follow this process to have your learner withdrawn from their current school/program within the Waynesboro Area School District. Please note, if you do not do this you will accrue absences at the beginning of the school year which may result in citations until an official record request is obtained from your new school. A reminder, you must be a resident of the Waynesboro Area School District in order to attend school within WASD. If found that you are falsifying your residency status, your learner(s) will be disenrolled and you will be charged tuition rates for days of attendance.

Moving Out of Waynesboro Area School District	Step 1: Notify your school secretary Step 2: Provide information on your new school, the new address, partial/whole family move Step 3: Return all district issued technology, books, property (you will be invoiced if not received, could also delay record transfer) Step 4: Visit your new school's district website and follow their process to enroll your child at their school (the earlier you complete this step, the better, do not wait until late August)
Moving Within Waynesboro Area School District	Step 1: Notify your school secretary Step 2: Provide updated proof of residency (IE: new rental/lease agreement, deed transfer, mortgage statement, or 2 current utility bills) Step 3: WASD will complete internal building transfer for elementary school locations and will update information in Sapphire accordingly <i>*Please note, per WASD Board Policy No. 206 - Assignment Within District, learners are to attend school within their attendance zone*</i>

Contact Information (WASD operates on a 4 day schedule, M-Th beginning 6/5/2023 – 7/28/2023) email is preferred:

Fairview Elementary – Mrs. Deb Brown, (717) 762-1191 X1400 deb_brown@wasdpa.org (available all summer)

Hooverville Elementary – Ms. Maria Camacho, (717) 762-1191 X 1500 maria_camacho@wasdpa.org (modified schedule)

Mowrey Elementary – Mrs. Emily Rhodes, (717) 762-1191 X 1600 emily_rhodes@wasdpa.org (modified schedule)

Summitview Elementary – Mrs. Harmony Covalt, (717) 762-1191 X1800 harmony_covalt@wasdpa.org (modified schedule)

WAMS – Mrs. Beth Rock, (717) 762-1191 X 1300 beth_rock@wasdpa.org (available all summer)

WASHS – Ms. Sheri Helfrick, (717) 762-1191 X 1215 sheri_helfrick@wasdpa.org (available all summer)

General Questions: email registration@wasdpa.org and a member of the enrollment team will reply within 24 hours

210 Clayton Avenue Waynesboro, PA 17268 (717)762-1191
registration@wasdpa.org