



**Penn Alexander Elementary School  
 2020-2021 Kindergarten Registration Process**

The following are the guidelines and timelines that will govern how the application and selection process will be conducted to register students to the Kindergarten classrooms of the Penn Alexander Elementary School (PAS) for the 2020-2021 school year. **All applications must be submitted in person and NO online applications will be accepted.**

Penn Alexander Kindergarten Lottery Process Timeline	
Registration dates	Monday January 27, 2020 to Friday, February 14, 2020
School staff sends final list to OSEP via email.	February 19
School District processes applications	February 20-21
Lottery letters mailed to students homes:	By Friday, February 28

General Guidelines

- Only children who reside within the PAS Catchment are eligible for the lottery. All applications received after February 14, 2020 will be placed on a wait list and will not be considered in the lottery process. Applications will be assigned to the waitlist in the order that they are received beginning with the first number after the lottery assigned students.
- Two documents confirming residency within the catchment are required upon submission of the registration materials with one document being a Deed, a notarized lease, utility bill or government issued information. Residency affidavits will NOT be accepted. All information including immunizations MUST be submitted for consideration. All applications that meet the residency requirements will be placed in a lottery.
- Office of Early Childhood Education will compile a list of Head Start students residing in the Penn Alexander Catchment to be given to the school. Office of Early Childhood Education will also notify their centers regarding the PAS Kindergarten registration timeline.
- Office of Specialized Services will compile a list of Early Intervention students residing in the Penn Alexander Catchment to be given to the school. Office of Specialized Services will also notify centers regarding the PAS Kindergarten registration timeline.
- This notice will be reviewed annually and placed on the School District website when the School District announces Kindergarten registration on or before January 2. All notices will be translated into the District's eight major languages.
- All registration forms must be returned to PAS on or before the deadlines between 8:00 a.m. -3:00 p.m.
- All enrollment decisions will only be communicated in writing via a letter mailed to the home of the student. Enrollment decisions will not be communicated over the telephone nor will enrollment letters be given to parents visiting Penn Alexander School or the School District's Education Center.