Philadelphia SIS Project:  
Online Registration Stepper for Parents

To facilitate and encourage more families to engage in early kindergarten registration, parents and guardians are now able to submit applications and documentation online. The Online Registration is optional for parents. Paper applications can still be obtained and submitted in person at the site of the school.

Navigation

1. Parents and guardians will access the Online Registration tool via the Office of Student Enrollment and Placement’s website (philasd.org/studentplacement). Scroll to the bottom of the screen to view the Registration and Placement Options section. Click on the link labeled Kindergarten Registration.

2. The Kindergarten Registration page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year. At the bottom of the screen, the important steps which should be followed for registration are listed. To access the Online Registration tools, click Step 3.
3. This page will include guidance for both the traditional Enrollment and Registration Process as well as the Online Registration process. Locate the section for Online Registration.

**NOTE, AS OF JANUARY 8:**
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**Creating a New Kindergarten Registration**

1. A pop-up will appear. Click **Start New Registration**.

2. Review the guidance included at the top of the page. Ensure you will have the ability to attach the required documents to your Online Registration application. Note the information you will need to retain should you need to re-access the application at a later date.
3. Enter your first and last name, your date of birth, and the school year you are registering your child for. (For example, if your child is starting kindergarten in September 2020, select 20-21 from the drop down menu). Also enter your email address to receive critical updates on the status of your application. Find the CAPTCHA at the bottom of the page, enter the sequence of letters and numbers, then click **Begin Registration**.
4. A pop-up will appear. Note your application number. Click **Confirm**.

![Application Number Pop-up]

**NOTE:** The application number is used to track online registrations across the district, and does not reflect the number of online registrations at a specific school.

5. A new window will open asking for your e-signature. You must enter your name and click **Submit** to begin the application.

![Submit Signature]

Adding Primary Household Information

The term Primary Household means your child’s primary residence, i.e. where your child lives most of the time.

1. Enter the phone number you would like to assign to your child’s primary household. Students can only have one primary household, but can have multiple secondary households. You will enter secondary household information later, if needed. Click Save/Continue.

2. Enter your home address by entering the House Number. Select the Direction (North, Northwest, South, Southwest, etc.) from the drop down menu, if applicable. Enter the Street. Do not enter anything in the Tag field. If your address exists in the system, it will appear in the green box. Click your address, and the rest of the fields will be automatically populated. Click Save/Continue.
Adding Parents and Guardians

1. A popup will appear to inform you that you are about to enter Parent/Guardian information. Click **OK**.

![Add Parent/Guardian Title]

2. Enter the appropriate information for each of your child’s parents/guardians. If the child lives in the address listed as the student’s Primary Household, ensure the checkbox above the address is checked. Click **Next**.

![Demographics]

**NOTE:** If a parent/guardian is entered who does not live at the address listed, uncheck the box. You will then have the chance to add an address for this parent/guardian, which is designated as a Secondary Household.
3. Enter contact information for the parent/guardian. Indicate your Contact Preferences by checking the appropriate boxes on the right side of the screen. Read the descriptions of each preference. DO NOT check the box under the Private checkbox. Click Save/Confirm.

4. If all required information has been entered, there will be a green check in the Completed column next to the parent/guardian’s name. If the row appears highlighted in yellow, that means some required information is missing. Click on the name to edit. To add another parent or guardian in the system, click Add New Parent/Guardian, and repeat the preceding steps. When all the parents/guardians included in your application appear with a green check box, click Save/Continue.
Adding Emergency Contacts

An emergency contact is a person who should be contacted in case of an emergency if the parents/guardians cannot be reached. When completing this section, you do not need to re-enter any parents or guardians who were entered in the previous screens. These entries are in addition to parents/guardians in terms of emergency contact priority.

1. The Emergency Contact screen will load. Click “Add New Emergency Contact.” A popup will appear to inform you that you are about to enter Emergency Contact information. Click OK.

2. Enter the appropriate information for your child’s emergency contacts. When you have completed both the Demographic and Contact Information sections, click Save/Continue.
3. If all required information has been entered, there will be a green check in the *Completed* column next to the emergency contact’s name. If the row appears highlighted in yellow, that means some required information is missing. Click on the name to edit. To add another emergency contact, click *Add New Emergency Contact*, and repeat the preceding steps. When all the Emergency Contacts included in your application appear with a green check box, click *Save/Continue*. 
Adding Student Information

In this section, you will be able to add important information for the student you are registering. If you have more than one kindergarten age student to be registered for the upcoming school year, you can add additional students to the registration.

1. Click Add New Student.

2. Enter all required information as well as any other information in the relevant fields. The system will list the neighborhood school where your application will be submitted on this screen. Click Next.

3. Enter your child’s Race/Ethnicity information. Select Yes or No from the drop down menu, indicating whether or not your student is Hispanic/Latino. Then, check any and all of the checkboxes which apply. If you selected No from the drop down, you must check at least one option from the list.
4. Indicate your housing status by clicking the appropriate checkbox. Click **Next**.

5. Indicate the relationship each parent/guardian has to the student by selecting the appropriate option from the *Relationship* drop down menu. Check the boxes under Guardian, Mailing, Portal and Messenger. Then, assign a number in the *Emergency Contact Order* drop down menu. This number is the order in which school staff will contact people in the event of an emergency.

**NOTE**: If one of the parents/guardians who appears in this section lives at a different address than the address identified as the primary residence, check the box under Secondary Household.

6. Indicate the relationship each emergency contact has to the student by selecting the appropriate option from the *Relationship* dropdown, then assign a priority number from the *Emergency Contact Order* dropdown. Click **Next**.
7. Indicate services your child has previously received by selecting Yes or No in all the required dropdowns on this screen and click Next.

8. Enter your child’s medical information. Continue by scrolling down.
9. You will then be asked whether or not your student takes medication. If you select No from the drop down menu, proceed to the next statement. If you select Yes from the drop down menu, fields will appear where you will be able to enter medications that your child takes.

![Medication Table]

**NOTE:** You will only be able to enter three medications on this screen. If you need to tell the nurse about additional medications, please reach out to the school to communicate that information after your student has been enrolled in the school.

10. Review the statements which follow. The first statement discusses permission for the administration of emergency medical treatment, as well as medications by the school nurse. It also authorizes communication between the school nurse and your child’s healthcare provider. The second statement discusses permission for the use of sunscreen. Type your name into the appropriate Authorization Signature boxes. Then, click **Next**.

![Signature Field]
11. Indicate which language(s) your child speaks in each of the contexts listed. Click **Next**.

12. Indicate whether any school-aged siblings live with your child in the Primary Household. Click **Next**.

13. The Parental Registration Statement sections asks questions about your child’s disciplinary history. Responses to these questions are required. Then, enter your name to swear or affirm that the information you have provided is correct to the best of your knowledge. Click **Next**.
14. Review the Release of Directory Information statement, then indicate whether or not you want to allow the District to release your child’s information by selecting Yes or No from the drop down menu. Then, enter your name in the Signature Authorization box. Click Next.

**NOTE:** If you select Yes to the drop down menu on this screen, the following options will appear. Click the check box next to the statement.

15. Click the blue button to upload proof of your child’s age.
16. Two proofs of residency are required. Click the blue buttons to upload your documents.

Upload two (2) forms of documentation as proof of your address/residence in the district.

Examples of Acceptable Residency Documents:

- Deed
- Valid Department of Transportation (DOT) identification card
- Valid Government Issued ID with current address
- Mortgage settlement sheet
- Current credit card bill
- Current utility bill (gas, electric, cable, telephone)
- Recent vehicle registration
- Recent property tax bill
- Voter Registration Card showing current address
- Valid driver’s license of change of address card with your current address
- Letter from Social Security Office with current address
- IRS Statement or other wage and tax statements e.g., W2, 1040, 1099
- Letter from Public Assistance Office with current address
- Recent Employer Pay Stub showing current address
- Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
- Shelter placement or residency letters are acceptable for homeless students
- Original lease with name(s) of parents/legal guardians and children
- Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement

![Upload First Proof of Residency Document]

![Upload Second Proof of Residency Document]

17. Click the button to upload immunization documentation, then click Save/Continue.

Upload a copy of your student’s shot (immunization) records. Required immunizations are:

- 4 doses Diphtheria, Tetanus, & Acellular Pertussis (DTap)
- 4 doses Polio (IPV)
- 2 doses Measles, Mumps, and Rubella (MMR)
- 3 doses Hepatitis B (HepB)
- 2 doses chickenpox (Varicella)

![Upload Immunization Documentation]
18. If any information is missing, your child’s name will appear highlighted in yellow. You can go back and enter the missing information by clicking Edit/Review. The birth date was missing in the example below.

Once all information is entered, a green check will indicate the application is complete, and you can click Save/Continue.

NOTE: It is possible to register more than one student for kindergarten at a time. Click Add New Student and repeat the processes detailed above.
19. Your application is not submitted until you click the red **Submit** button. Review the statement beneath the **Submit** button prior to clicking **Submit**.

![Submit button](image)

20. A warning popup will appear informing you that you will not be able to modify your application once you submit. Click **Confirm** if you are ready to submit. If you need to change something or want to review your application, click **Cancel**.

![Warning popup](image)

21. When your application is submitted, you can view it in PDF form, which can be saved to your hard drive or printed.
Resubmitting an Application

After you have submitted your application, it will be carefully reviewed by staff at the school to ensure completion and accuracy. If any part of your application is found to be incomplete, you should be contacted by someone from the school to discuss the issue. In order to move forward with completing the application, you will need to provide updated or corrected documentation. As a part of the process, the entire application will be “unsubmitted.” An unsubmitted application will still contain all of the information you originally entered. You will not need to start the process from a “blank” application.

When an application is unsubmitted, you will receive an email from the school informing you that either:
- Your uploaded residency documents are not acceptable
- Your uploaded Proof of Age document is not acceptable
- Your student will not be five year of age on or before September 1, 2020
- Your student’s immunizations are incomplete

You will have the opportunity to resubmit with proper documents attached. You can also choose to complete the traditional (paper/pencil) enrollment documentation and submit everything in person at the school.

1. To return to your application, access the Online Registration tool via the Office of Student Enrollment and Placement’s website (philasd.org/studentplacement). Scroll to the bottom of the screen to view the Registration and Placement Options section. Click on the link labeled Kindergarten Registration.
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4. Click **Return to Saved Registration**.
5. To access your saved registration, you will need to enter the following information for the person who originally submitted the application:
   - First and last name
   - Birth Date
   - Application Number

6. Review your application, making sure to enter accurate information and upload documents that are clear to read, in the correct places. Resubmit when all required information/documents has been successfully included.