

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.

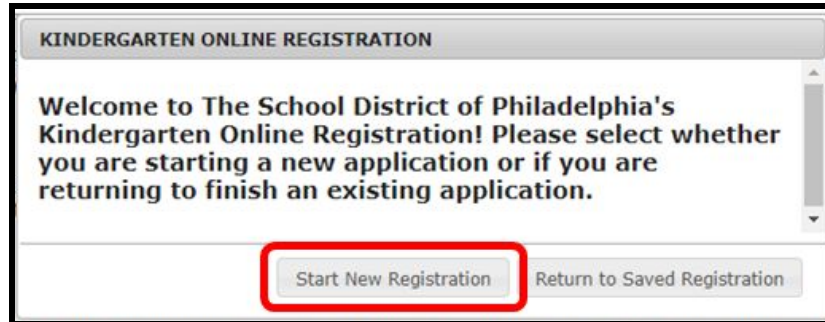
NOTE, AS OF JANUARY 8:

IF YOU WISH TO REGISTER ONLINE, PLEASE COME BACK TO THIS PAGE IN A FEW DAYS.

THAT INFORMATION IS COMING SHORTLY. THANK YOU.

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.

The School District's Kindergarten Online Registration system requires that you have the ability to upload the following items. You can begin the on-line registration process and save a partial application, **however you will not be able to complete the application**, if you do not have the ability to upload all of the required documents.

- Proof of your student's age
- Two (2) documents showing your address.
- Shot (Immunization) Records. Obtain this from your child's physician if you do not have a copy.
- Government Issued Parent/Guardian Photo ID

Please note, if you cannot complete the entire application at this time, the information entered into the following fields will be needed to re-access this application.

- Parent or Legal Guardian First and Last Name
- Parent or Legal Guardian Date of Birth
- Application Number (which will be provided after you click the "Begin Registration" button)

The following schools will not be participating in the online registration process. If your address falls within the boundary for one of the listed schools, please contact the school directly to complete registration.

- Greenfield, Albert M. School
- McCall, General George A. School
- Meredith, William M. School
- Penn Alexander School
- Widener Memorial School

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**.

Parent or Legal Guardian First Name Ed

Parent or Legal Guardian Last Name Sullivan

Parent or Legal Guardian Date of Birth (MM/DD/YYYY) 11/11/1981

Registration Year 20-21

Email Address

Do you currently have any students attending a District School? ☐

Please type the letters you see displayed in the image below.
The entry is case sensitive.

d p a M S c q

Begin Registration

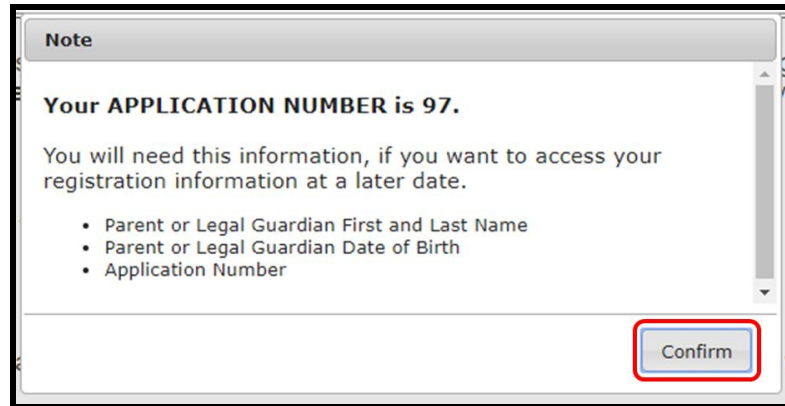
Please type the letters you see displayed in the image below.
The entry is case sensitive.

d p a M S c q

If the text is difficult to read,
press the blue button to
generate a new code.

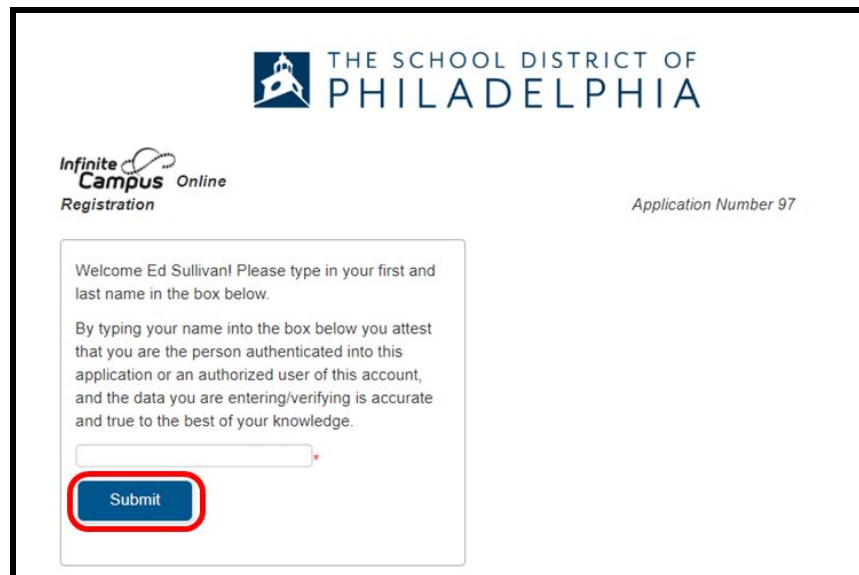
Begin Registration

4. A pop-up will appear. Note your application number. Click **Confirm**.



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.



Adding Primary Household Information

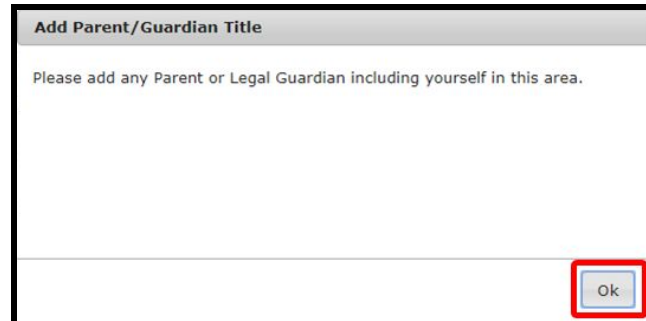
The term *Primary Household* means your child's primary residence, i.e. where your child lives most of the time.

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**.

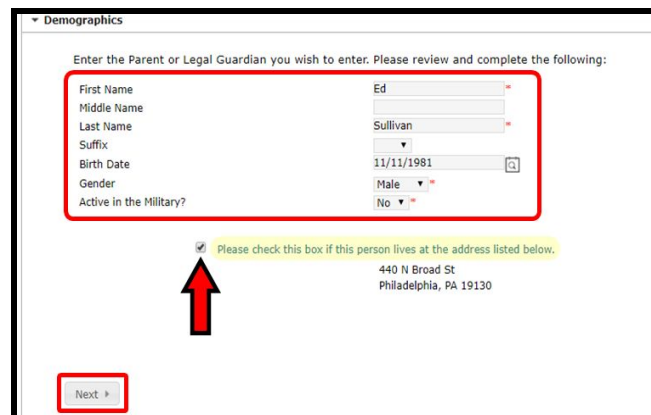
Adding Parents and Guardians

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



A screenshot of a web application popup titled "Add Parent/Guardian Title". The title bar is grey. Below the title, the text reads: "Please add any Parent or Legal Guardian including yourself in this area." The main area of the popup is empty. In the bottom right corner, there is a button labeled "Ok" which is highlighted with a red rectangular box.

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**.



A screenshot of a web application form titled "Demographics". The form contains the instruction: "Enter the Parent or Legal Guardian you wish to enter. Please review and complete the following:". Below this instruction is a red rectangular box containing the following fields: First Name (Ed), Middle Name, Last Name (Sullivan), Suffix (dropdown), Birth Date (11/11/1981), Gender (Male), and Active in the Military? (No). To the right of the red box is a checkbox that is checked, with the text "Please check this box if this person lives at the address listed below." next to it. Below the checkbox is the address: "440 N Broad St, Philadelphia, PA 19130". At the bottom left of the form, there is a button labeled "Next >" which is highlighted with a red rectangular box. A red arrow points from the "Next >" button up to the checkbox.

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.*

- 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**.

At least one Phone Number is required.

Enter the contact information and check the boxes for how you would prefer to receive different types of communication from the District:

Cell Phone	(215)215 -2152	
Work Phone	() - -	x
Other Phone	() - -	x
Email	*esul@email.com	
Secondary Email		

Contact Preferences

Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages.

High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority notification.

Attendance - Marking this checkbox will use this method of contact for attendance messages.

Behavior - Marking this checkbox will use this method of contact for behavior messages.

General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

Private - ~~Marking this checkbox will prevent you from receiving any messages from the District, including Emergency messages.~~

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Cancel Save/Continue

- 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**.

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	
Ed	Sullivan	M	✓	Edit/Review

Please list all primary Parent or Legal Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back 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**.

✓ Student(s) Primary Household
✓ Parent/Guardian
▼ Emergency Contact
⊗ Student
⊗ Completed

Emergency Contact

First Name	Last Name	Gender	Completed	
Lawrence	Welk	M	✓	Edit/Review

In AN EMERGENCY, if parent or legal guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

[Add New Emergency Contact](#)

[Back](#)
[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**.

Housing

Please indicate your current housing status (This information will be kept confidential).

☐ Rent
☐ Lease
☒ Own
☐ In motel/hotel due to loss of housing, economic hardship, or similar reason
☐ Are you currently living with a family member due to loss of housing, economic hardship, or similar reason.
☐ Did you experience a man-made disaster/fire
☐ Did you experience an eviction

If the family is eligible for the Homeless Assistance Act of 1987 (known as McKinney-Vento) please contact your school counselor once registration is completed.

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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.

Relationships - Parent/Guardians

For each person listed, enter their relationship to the student.

The check box under Guardian must be selected for at least one Person.

The Emergency Contact order must also be entered for each person listed. This will provide the school, the priority order for contacting listed persons in the event of an emergency. *

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Emergency Contact Order*		No Relationship
Ed Sullivan	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will allow the parent or legal guardian to create and access their Parent Portal account.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system pertaining to this student.

Emergency Contact Order - This checkbox will indicate that the student has a secondary household membership with this person. A sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parents or Legal Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship with the student.

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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**.

Relationships - Emergency Contacts

For each person listed, enter their relationship to the student.

The Emergency Contact order must also be entered for each person listed. This will provide the school, the priority order for contacting listed persons in the event of an emergency.

Name	Relationship*	Emergency Contact Order*		No Relationship
Lawrence Welk	Family Friend	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

Emergency Contact Order - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parents or Legal Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student.

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7. Indicate services your child has previously received by selecting *Yes* or *No* in all the required dropdowns on this screen and click **Next**.

▼ Student Services and Enrollment History

Has your student ever received Special Education Services in PA or another state?

No ▼

Does your student have a current IEP?

No ▼

Does your student have a current evaluation report?

No ▼

Was your student ever enrolled in an Early Intervention Program?

No ▼

Does your student have a current 504 plan?

No ▼

Has your student previously received gifted/talented services?

No ▼

Did your student attend Pre-Kindergarten?

Yes ▼

Did your student previously attend Kindergarten?

No ▼

Type of School last attended:

Name of School last attended:

City of School last attended:

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8. Enter your child's medical information. Continue by scrolling down.

▼ Medical Information

Please provide the following Medical Information for your student.

Name of Child's Doctor/Clinic:

Douglas Howser

Doctor/Clinic Phone Number:

(215)555 -7777

Medical Insurance:

Private ▼

Insurance Company Name:

Cigna

Insurance Policy Number:

9876543210

Does your child wear glasses?

Yes ▼

Does your child wear a hearing aid?

No ▼

Does your child have Seizures?

No ▼

Does your child have Diabetes?

No ▼

Does your child have Asthma?

Yes ▼

Has your child been diagnosed with ADHD?

Yes ▼

Does your child have any allergies?

No ▼

Please list any Other Health Problems:

Do you give permission to the school nurse to give your child Acetaminophen (Tylenol)?

Yes ▼

Do you give permission to the school nurse to give your child Ibuprofen (Advil, Motrin)?

Yes ▼

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.

Does your child take any medications? Yes

First Medication
Medication Name: Adderall
Amount / Dosage: 30 Mg
Frequency / Time: Once Daily
Medication Reason: ADHD

Second Medication
Medication Name: Albuterol
Amount / Dosage: 2 Mg
Frequency / Time: When Needed
Medication Reason: Asthma

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**.

Your signature gives permission for emergency treatment; as well as for SDP School Nurses to administer the medications you indicated on this screen, during school hours, on field trips and after school activities. This will also authorize the school nurse to communicate with your child's health care provider and your health care provider to reply as needed regarding your child's care.

Emergency Treatment Authorization Signature: Ed Sullivan

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration. In order for a student to apply sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel, the parent/guardian must complete the attestations below.

- By signing below, you confirm that you understand that the school is not responsible for ensuring that the sunscreen is applied by the student.
- By signing below, you confirm that the student has demonstrated that they are able to self-apply the sunscreen.

Sunscreen Authorization Signature: Ed Sullivan

The school may cancel or restrict the possession, application, or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

- The student fails to comply with school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

If the school cancels or restricts the possession, application, or use of a non-aerosol topical sunscreen product by a student, the school shall provide written notice of the cancellation or restriction to the student's parent/guardian.

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

Language Information

Please provide the following information regarding the language(s) your student speaks, this will assist the District in determining if your student should be evaluated to received English as a Second Language services.

Is English the language the family speaks at home most of the time? Yes

Is English the language the parent(s) speak to her/his student most of the time? Yes

Is English the language the student speaks to her/his parents most of the time? Yes

Is English the language the student speaks to her/his brothers/sisters most of the time? Yes

Is English the language the student speaks to her/his friends most of the time? Yes

Is English the language the student speaks most frequently? Yes

Does the student speak any other language? Yes

What other language does the student speak? Latvian

Has your child ever received English as a Second Language (ESL/ELL) services? No

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

School Age Siblings in Same Household

Does the Kindergarten Student have any school age siblings who are currently living at the provided address? No

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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**.

Parental Registration Statement

Pennsylvania School Code 13-1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property."

Is your child currently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property? No

Was your child previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property? No

By typing your name into the box you hereby swear or affirm to the information provided and attest that you make this statement subject to the penalties of 24 P.S. 13-1304-A (b) and 18 Pa. C.S.A 4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct tot he best of my knowledge, information and belief. Ed Sullivan

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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**.

Release of Directory Information

The School District of Philadelphia may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary.

Directory information includes the following: name, address, phone number, date and place of birth; field of study; participation in recognized activities and sports; height/weight, if member of athletic team; dates of attendance; degrees, awards, photographs, rosters; previous school(s) attended; and primary language.

The primary purpose of directory information is to allow The School District of Philadelphia to include this type of information from your child's education records in certain school publications, including: a playbill, showing your student's role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation program; and sports activity sheets, such as for basketball, showing weight and height for team members.

This information may also be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to, scholarship providers, trade/technical schools, and potential employers. In recognition of a family's right to privacy, it is the policy of The School District of Philadelphia that directory information will not be provided to commercial enterprises.

Parents or eligible students (18 years old or above) have the right to have directory information withheld upon written request.

Do you want to deny or restrict the release of directory information for your student? ▼

PPRA Notice
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C 1232h, allows you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys", and certain physical exams and screenings).

The School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Please type your name in the box authorizing your indicated Release of Directory Information options.

Ed Sullivan

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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.

Do you want to deny or restrict the release of directory information for your student? Yes ▼ *

☐ Do not release my student's directory information at any time. No information for school publications, school activities, trade schools, scholarship providers or employers.

☐ Do not release my student's directory information at any time, except for school publications, school activities and to qualified outside organizations.

☐ Do not release my student's directory information at any time, except for school publications and school activities.

☐ Do not release my student's directory information to military recruiters (11th and 12th grade only).

☐ I do not permit my child to take any surveys that concern one or more of the areas listed on the PPRA notice.

15.

Click the blue button to upload proof of your child's age.

Upload Required Documents

The School District's on-line registration system will not let you submit your student's Kindergarten registration without the following required items.

- Proof of your student's age
- Two (2) documents showing your address.
- Shot (Immunization) Records. Obtain this from your child's physician if you do not have a copy.

Upload Proof of your student's age, acceptable documents are:

- Birth Certificate
- Baptismal Certificate
- Valid Passport

Upload Proof of Your Student'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 names(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

◀ Previous

Cancel Save/Continue

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.

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student

First Name	Last Name	Gender	School	Completed
Barbara	Walters	F		

[Please enter all students that need to be enrolled in Kindergarten.](#)

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Student](#)

[Back](#) [Save/Continue](#)

▼ Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please enter the information below. The student's name should be entered exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name".

The student's neighborhood Kindergarten school will automatically be determined based on the student's home address

Legal First Name Gender Enrollment Grade

Legal Middle Name Birth Date

Legal Last Name Date Entered U.S.

Suffix Country of Birth

Assigned school is:

[Next >](#)

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

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student

First Name	Last Name	Gender	School	Completed
Barbara	Walters	F		✓

[Please enter all students that need to be enrolled in Kindergarten.](#)

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

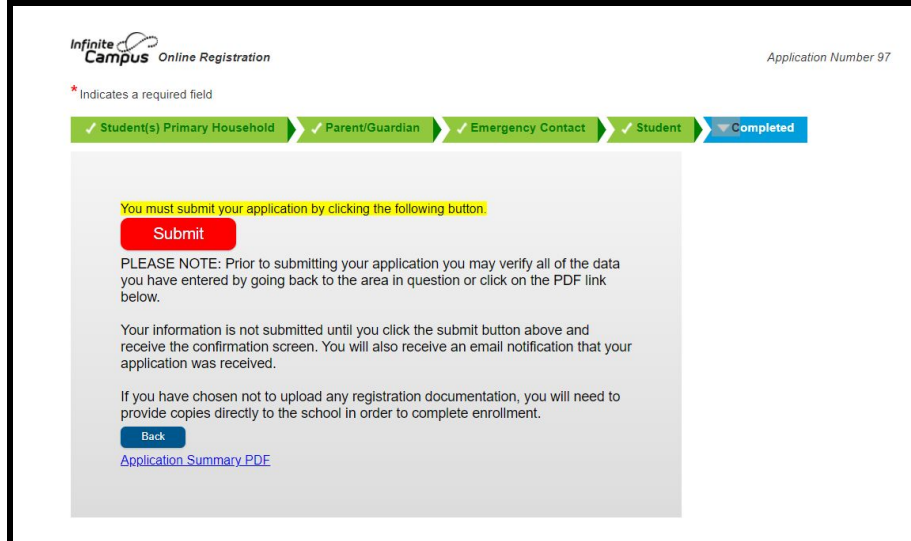
✓ - Indicates that person is completed.

[Add New Student](#)

[Back](#) [Save/Continue](#)

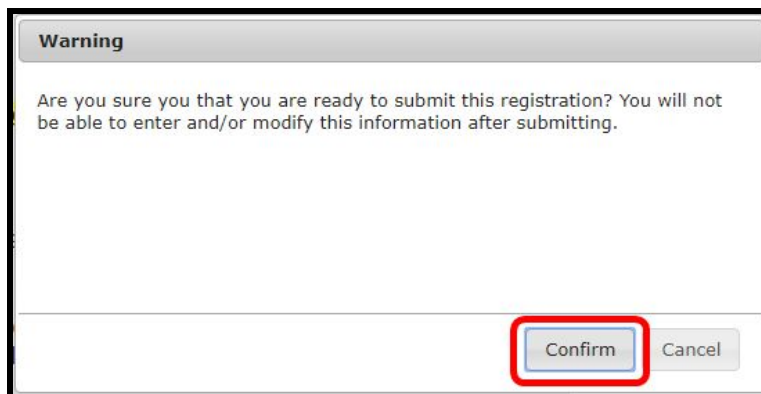
NOTE: It is possible to register more than one student for kindergarten at a time. Click **Add New Student** ([Add New Student](#)) and repeat the processes detailed above.

19. Your application is not submitted until you click the red **Submit** button. Review the statement beneath the **Submit** button prior to clicking **Submit**.



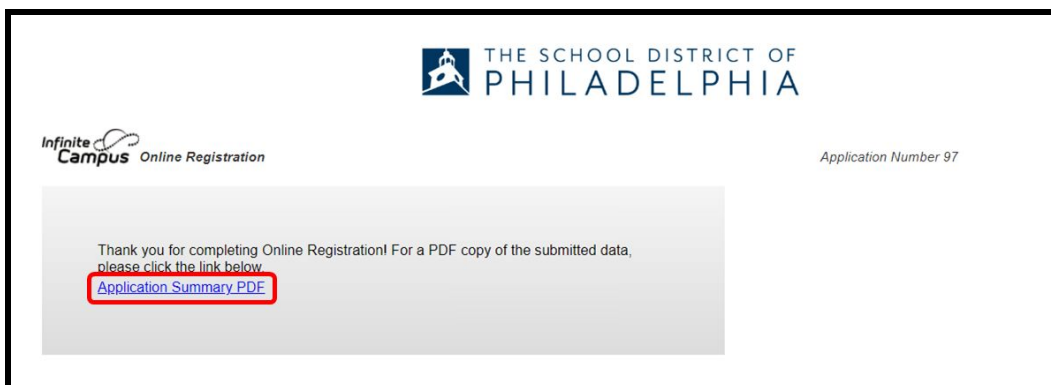
The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, it says 'Application Number 97'. Below this is a progress bar with five steps: 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Submit' button is highlighted in red. Below the button, there is a 'PLEASE NOTE' section with instructions on how to verify data and a 'Back' button. A link to 'Application Summary PDF' is also visible.

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**.



The warning popup has a title bar that says 'Warning'. The main text reads: 'Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.' At the bottom right, there are two buttons: 'Confirm' (highlighted with a red box) and 'Cancel'.

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



The screenshot shows the 'Infinite Campus Online Registration' confirmation screen. It features the 'THE SCHOOL DISTRICT OF PHILADELPHIA' logo at the top. Below the logo, it says 'Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.' A link to 'Application Summary PDF' is highlighted with a red box.

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.



2. Click Step 3.

Kindergarten Registration Opens January 27th!

Do you know a child who will be 5 on or before September 1st?

If so, REGISTER FOR KINDERGARTEN!

Follow the steps below:

- 1**
Identify your School
Click here to access our handy tool, and figure out which school you should be registering for
- 2**
Gather Your Documents
Here's a list of everything you need to gather BEFORE you arrive to register
- 3**
Registering at your School OR ONLINE! NEW!
Once you have all your documents from Step 2, here's what you do next

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:

IF YOU WISH TO REGISTER ONLINE, PLEASE COME BACK TO THIS PAGE IN A FEW DAYS.

THAT INFORMATION IS COMING SHORTLY. THANK YOU.

4. Click **Return to Saved Registration**.

KINDERGARTEN ONLINE REGISTRATION

Welcome to The School District of Philadelphia's Kindergarten Online Registration! Please select whether you are starting a new application or if you are returning to finish an existing application.

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

THIS IS A TEST SITE

Infinite Campus Online Registration

The School District's Kindergarten Online Registration system requires that you have the ability to upload the following items. You can begin the on-line registration process and save a partial application, **however you will not be able to complete the application**, if you do not have the ability to upload all of the required documents.


- Proof of your student's age
- Two (2) documents showing your address.
- Shot (Immunization) Records. Obtain this from your child's physician if you do not have a copy.

Please note, if you cannot complete the entire application at this time, the information entered into the following fields will be needed to re-access this application.

- Parent or Legal Guardian First and Last Name
- Parent or Legal Guardian Date of Birth
- Application Number (which will be provided after you click the "Begin Registration" button)

Parent or Legal Guardian First Name	<input type="text"/>
Parent or Legal Guardian Last Name	<input type="text"/>
Parent or Legal Guardian Date of Birth (MM/DD/YYYY)	<input type="text"/>
Email Address	<input type="text"/>
Do you currently have any students attending a District School?	<input type="text"/>
APPLICATION NUMBER	<input type="text"/>

Please type the letters you see displayed in the image below.
The entry is case sensitive.



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.