Philadelphia SIS Project:
Online Registration Stepper for Parents

To facilitate registration for the 2020-2021 school year, parents and guardians are now able to submit applications and documentation online for new students only. Separate processes are in place for students already enrolled in District schools.

**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 Registration.

![Registration and Placement Options](image)

2. The Online Registration page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year. To access the Online Registration tools click on this icon:

![Online Registration](image)
**Creating a New Online Registration**

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

2. Review the guidance included on this page. Ensure you will have the ability to attach the required documents to your Online Registration application. Note the information you will need to keep 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 (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**.
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.

4. A new window will open asking for your e-signature. Enter your name and click **Submit**.
Adding Primary Household Information

The term “Primary Household” is generally where your child lives most of the time.

1. Enter the phone number you wish 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](image1.png)

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

![Parent/Guardian Name: Ed Sullivan](image2.png)

**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 \textit{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 \textit{Private} checkbox. Click \textit{Save/Continue}.

4. If all required information has been entered, there will be a green check in the \textit{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 \textit{Add New Parent/Guardian}, and repeat the preceding steps. When all the parents/guardians included in your application appear with a green check, click \textit{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 inform you that you are about to enter Emergency Contact information. Click **OK**.

2. Enter the appropriate information for your child’s emergency contact.
3. Enter the person’s contact information. Click **Save/Continue**.

4. 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.

1. Read the warning and note that the District’s policy for online registration is **one student per application**. Separate applications must be submitted for each school-aged child you wish to register. Applications with more than one child will be denied and must be resubmitted correctly. Click **Add New Student** to proceed.

2. Read the information about school catchments on the next screen.
3. Enter all required student 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, based on the address you provided and the grade level indicated in this section. Click Next.

4. 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.

5. Indicate your housing status by clicking the appropriate checkbox. Click Next.
6. 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 - Parents/Guardians](image)

**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.*

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

9. Enter your child’s medical information. Continue by scrolling down.
10. Indicate 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.

**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.

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

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

14. The Parental Registration Statement section 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**.
15. 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. If you select Yes, more options appear for you to select from. Once your selections have been made, enter your name in the Signature Authorization box. Click Next.
16. The next step is to upload documentation to validate the date of birth of your child, proof of address, and demonstrate up-to-date immunizations in line with District standards for your child’s age group. Review the detailed instructions that display on this part of the application.

**NOTE:** A comments box is available for extra notes parents may want to share with school-based staff. This is important when a child is experiencing homelessness or is in foster care, and in other unique circumstances.
17. Click the appropriate blue button to upload documents.
   - Click here for a video on how to upload using an iPhone.
   - Click here for a video on how to upload using an Android phone.
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.

![Example of highlighted information](image)

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

![Completed application](image)

**NOTE**: Registering more than one student per application is not allowed. **DO NOT** click the **Add New Student** button. Applications for more than one student will be rejected.
19. Your application is not submitted until you click the red **Submit** button. Review the statement prior to clicking **Submit**.

![Submit button on an application form]

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]

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

![PDF preview of an application]

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

**Application Summary PDF**
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 years of age on or before 9/1/2020 (kindergarten only).
- Your student’s immunizations are incomplete

You will have the opportunity to resubmit with proper documents attached. Contact the Office of Student Enrollment and Placement with any questions at osep@philasd.org.

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 Registration.

![Registration and Placement Options](image-url)
2. Find and click this icon:

![Online Registration Icon](image)

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. Click **Return to Saved Registration**.

![Kindergarten Online Registration](image)
4. 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

5. 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.