SIS: Online Registration Stepper for Parents

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**Before You Begin: Is OLR Right for You?**

Parents or Legal Guardians can register K-12 students for the current and upcoming school year by submitting applications and documentation using the Online Registration tool.

Whether you are new to the School District of Philadelphia (SDP) and registering your child for the first time or your child for kindergarten, you’ll need to start the process here.

Let’s review a few clarifying questions to see if Online Registration is the appropriate pathway for you to register your child.

Is your child . . .

<table>
<thead>
<tr>
<th>. . . moving from pre-kindergarten to kindergarten?</th>
<th>. . . applying outside of a neighborhood school? ¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>. . . a new or returning K-12 student NOT currently enrolled in an SDP school?</td>
<td>. . . applying to a charter school? ²</td>
</tr>
<tr>
<td>. . . currently enrolled in an SDP school? ³</td>
<td></td>
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</table>

Yes! Continue to Online Registration.  
No. Check out the notes below for further information.

If Online Registration does not work for you:

¹ Visit [Student Enrollment & Placement](#) website for more information on or information on applying outside of a neighborhood school.

² Visit the [Charter School Office](#) homepage for more information on charter school applications.

³ Contact your neighborhood school to update your demographic and household information.

Registering your child online involves four unique sections and takes an average of 45 minutes to complete. This process requires uploading documentation.
Navigation

1. Parents and guardians can access the Online Registration tool by visiting the Office of Student Enrollment and Placement’s website (philasd.org/studentplacement). Click the blue button labeled New Student Registration.

2. The New Student Registration page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year, including descriptions of required documents and instructional guidance on how to register your child online. Review these materials. To begin the Online Registration process for your child, click the green Online Registration (OLR) link:
Creating a New Online Registration

1. The Online Registration Welcome Screen will load. At the top of the screen, click on your preferred language to access translated versions of the application. The default language is English.

2. To begin a new application, click the button to the left of the statement that reads Start New Registration to select that option. Then, click Next. (For guidance on editing an existing application, see Returning to an Application).

3. Select the school year you wish to register for. Then, click Next.

4. Review the guidance included on this page regarding required documents, and saving your credentials to access your application at a later time. Ensure you will have the ability to attach the required documents to your Online Registration application. Then, scroll down to begin entering Parent or Legal Guardian information to start your application.
5. Enter your first and last name, your date of birth, and your email address. Enter your email address to receive critical updates on the status of your application. Use the drop down menu to indicate whether or not there are any students in your household who are currently enrolled in District school by selecting either Yes or No.

6. Find the CAPTCHA at the bottom of the page, enter the sequence of letters and numbers in the field beneath the image. Click **Begin Registration**.
7. Your application number will display. Please write this down as you will need it to get back into the Online Registration System if for any reason you need to exit the process. Click **Confirm**.

   ![Application Number Display](image)

   **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. You will need this number in order to access your application in the future.

8. A new window will open asking you to confirm that you are either the parent/guardian entered on the previous screen, or an authorized user of this account, and that the data you are providing is accurate and true to the best of your knowledge. Provide your e-signature. Enter your name in the text entry field, and then use your mouse to create an electronic signature by signing on the line below. Then, click **Submit**.

   ![Signature Submission](image)

9. The application will open, starting with the **Student(s) Primary Household** tab.
Adding Primary Household Information

The term “Primary Household” refers to where your child lives most of the time. If your child also spends time living in another household, you will have the opportunity to provide that information in the Parent/Guardian section of the application.

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. After entering the number, set your contact preferences for this number to customize how you will receive messages from the District. Check the boxes for Text(SMS) if you wish to receive text messages. Do not check the Private check box. Click Next.

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. 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

Here you will provide demographic and contact information for parents/guardians of this student. Multiple parents/guardians can be included on the application, but each must be added individually. You will first be prompted to provide information about the parent/guardian used to create the application account before adding additional parents/guardians.

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

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.

   **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.** Please note that at least one phone number is required to be entered on this screen. Check the boxes for Text(SMS) if you wish to receive text messages. Enter the parent/guardian's Preferred Contact Language. Click **Save/Continue.**

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, 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. At least one emergency contact must be identified, and applications can include up to four emergency contacts.

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 Demographic information for your child's emergency contact.
3. Enter the person’s contact information. At least one phone number is required. Click **Save/Continue**.

4. The *Emergency Contact* screen will refresh.
   a. If all required information has been entered, there will be a green check in the *Completed* column next to the emergency contact’s name.
   b. If the row appears highlighted in yellow, that means some required information is missing. Click on the name to edit the contact.
   c. 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 enter important information for the student you are registering. **Remember, only one student can be included per application.** When completing this section you will be asked to upload supporting documentation for your student in order to complete the registration process. Additional information regarding required documents for registration can be found by visiting the Office of Student Enrollment and Placement’s website ([https://www.philasd.org/studentplacement/registration/](https://www.philasd.org/studentplacement/registration/)).

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. The **Demographics** section will appear, which contains important policy information pertaining to name and gender identification. Review this information carefully.
3. Enter all required student demographic information in the following fields, as well as any other information that may be relevant for the student. The system will list the neighborhood school where your application will be submitted on this screen, based on the address you provided earlier and the grade level indicated in this section. Click **Next**.
   a. If no neighborhood school is displayed, please continue with the online registration. The Office of Student Enrollment and Placement will contact you about your child’s school assignment.

   ![School Assignment Information](image)

4. Enter your child's Race/Ethnicity information. Select Yes or No from the drop-down menu to indicate whether or not your student is Hispanic/Latino. Then, check any and all of the checkboxes which apply. Click **Next**.

   ![Race/Ethnicity](image)

**NOTE:** If you selected No from the Hispanic/Latino drop down menu, you are required to check at least one option from the list.
5. Indicate your housing status by clicking the appropriate checkbox. Click **Next**.

6. Identify the relationship each parent/guardian has to the student by selecting the appropriate option from the **Relationship** drop-down menu.
7. Contact preferences are indicated by the *Guardian, Mailing, Portal* and *Messenger* checkboxes. These are all checked by default. Assign a number in the *Emergency Contact Order* drop-down menu to indicate the order in which school staff will contact people in the event of an emergency. Click **Next**.

![Image of Relationships - Parent/Guardians](image)

8. Indicate the relationship each emergency contact has to the student by selecting the appropriate option from the *Relationship* drop-down menu, then select a priority number from the *Emergency Contact Order* drop-down. Click **Next**.

![Image of Relationships - Emergency Contacts](image)
9. Provide information regarding student services and educational history for your child by selecting Yes or No in all the required drop-downs in this section, then click **Next**.

10. Respond to the questions regarding your child’s medical information. Complete all required fields. Continue by scrolling down to ensure you complete all sections.
11. 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. If your student requires additional medications, contact the school nurse after your student has been enrolled to share additional medication information.

12. 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.

13. The second statement discusses permission for the use of sunscreen. Type your name into the appropriate Authorization Signature boxes. Then, click **Next**.
14. Indicate which language(s) your child speaks in each of the contexts listed by selecting Yes or No from the drop down menu. Depending on the responses provided, you may be asked to identify a different language using the drop down menu to document your response to the question. Click Next.

15. Indicate whether any school-aged siblings live with your child in the Primary Household by selecting Yes or No from the drop-down menu. If Yes is selected, enter information regarding those students. You can identify up to six siblings on an application. Click Next.
16. 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.

17. 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.
18. 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.
19. 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.](#)
20. 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**.

![Student Information](image)

21. 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.
22. Your application is not submitted until you click the red **Submit** button. Review the statement prior to clicking **Submit**.

23. 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**.

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

If you are working on an application and need to stop, you can return to it later and pick up where you left off in the application. You can then complete and submit the 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 will be notified through email. 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 child will not be five years of age on or before 9/1 for the school year identified on your application (kindergarten only)
- Your child’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 by visiting the Office of Student Enrollment and Placement’s website [philasd.org/studentplacement](http://philasd.org/studentplacement). Click on the blue button labeled New Student Registration.
2. The *New Student Registration* page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year, including descriptions of required documents and instructional guidance on how to register your child online. Review these materials. To begin the Online Registration process for your child, click the green *Online Registration (OLR)* link:

3. The *Online Registration Welcome Screen* will display. Click the button before the statement that reads *Return to Saved Registration*. Then, click *Next*. 
4. To access your saved registration, enter the following information for the person who originally submitted the application exactly as it was originally entered:
   - First and last name
   - Birth Date
   - Email Address
   - Sibling Response Question (Yes/No)
   - Application Number

   **NOTE:** If any of the above information is not entered exactly as it was originally, an error message will appear at the bottom of the screen. Review each field carefully to ensure accuracy.

5. Complete the Captcha and click **Begin Registration**. 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.