

# 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 . . .

. . . moving from pre-kindergarten to kindergarten?	. . . applying outside of a neighborhood school? <sup>1</sup>
. . . a new or returning K-12 student NOT currently enrolled in an SDP school?	. . . applying to a charter school? <sup>2</sup>
	. . . currently enrolled in an SDP school? <sup>3</sup>
<b>Yes! Continue to Online Registration.</b>	<b>No. Check out the notes below for further information.</b>

If Online Registration does not work for you:

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

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

<sup>3</sup> 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](https://philasd.org/studentplacement)). Click the blue button labeled *New Student Registration*.

**OFFICE OF Student Enrollment & Placement**  
440 N. Broad Street  
215-400-4290 Suite: 111, 1st Floor

Home Enroll & Register School Selection Process Renaissance Charter Contact

**Student Enrollment & Placement**

The Office of Student Enrollment and Placement supports K-12 children and families in accessing the District's educational programs and services.

**About Student Enrollment and Placement**

The School District of Philadelphia has a clear vision; for all children to have access to a great school close to where they live. The mission of the Office of Student Enrollment and Placement is to support K-12 children and families in enrollment, registration, and school placement. Our goal is to ensure equitable access for all students across our K-12 schools.

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:

**New Student Registration**

Registration is for students of all grades (K-12) entering the District for the first time and/or are coming to the District from a different school district.

**The School District of Philadelphia offers two ways to register their children in school:**

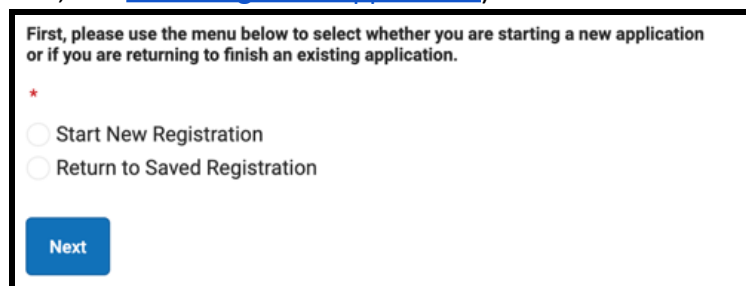
- **Option 1:**  
Register using the **Online Registration (OLR)**. The OLR allows families to complete the enrollment process online, from wherever they have access to the internet. Before starting this process, we encourage families to follow all instructions (see below!) carefully and have all of the proper documents in electronic format.
- **Option 2:**  
Register using the **paper application at the school** connecting to the home address (their "catchment" school). Families are encouraged to first, contact their catchment school to see if an appointment is necessary. You must bring the required enrollment documents when registering your child in-person (see Step 2 below: proof of child's age, immunization record, and two proofs of address).

## **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](#)).



First, please use the menu below to select whether you are starting a new application or if you are returning to finish an existing application.

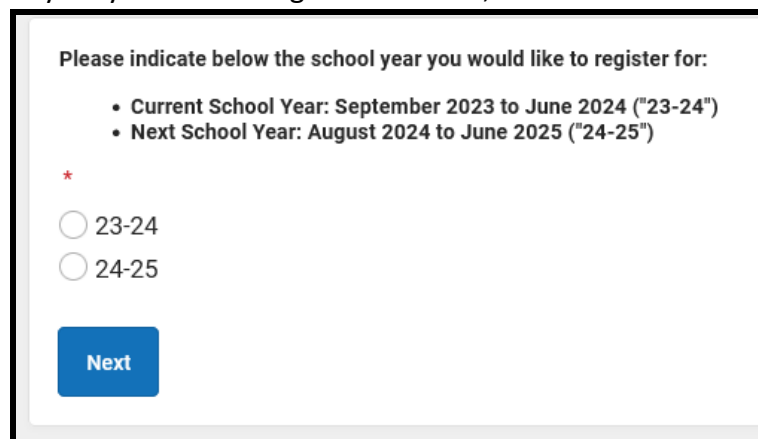
\*

☐ Start New Registration

☐ Return to Saved Registration

Next

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



Please indicate below the school year you would like to register for:

- Current School Year: September 2023 to June 2024 ("23-24")
- Next School Year: August 2024 to June 2025 ("24-25")

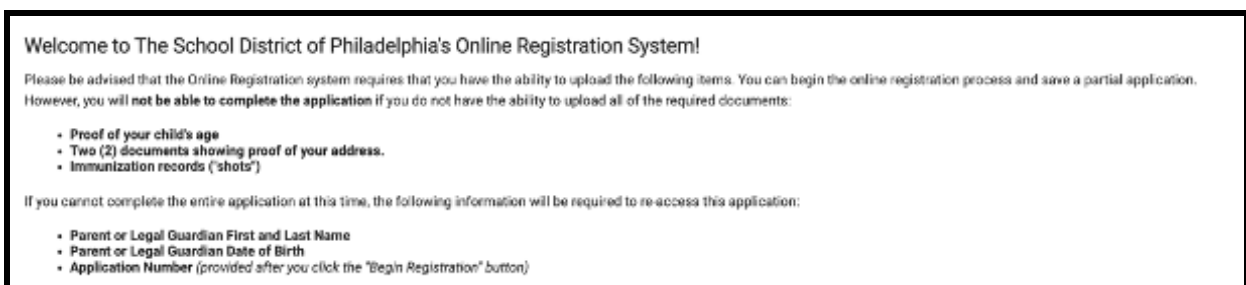
\*

☐ 23-24

☐ 24-25

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.



Welcome to The School District of Philadelphia's Online Registration System!

Please be advised that the Online Registration system requires that you have the ability to upload the following items. You can begin the online 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 child's age
- Two (2) documents showing proof of your address.
- Immunization records ("shots")

If you cannot complete the entire application at this time, the following information will be required to re-access this application:

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

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.

Please enter your information below to begin your registration or complete an existing registration:

*Note: The below information should be filled out by the parent or legal guardian.*

23-24

Parent or Legal Guardian First Name \*

Parent or Legal Guardian Last Name \*

Parent or Legal Guardian Date of Birth (MM/DD/YYYY) \*

month/day/year

Parent or Legal Guardian Email Address

user@example.com

Does your child have siblings currently enrolled at SDP?  
Please select 'Yes' in the dropdown if there are any students in your household who are currently enrolled in a Philadelphia District school. They will need to be listed in the 'School-Age Sibling' section of the application.  
If there are no siblings, please select '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**.

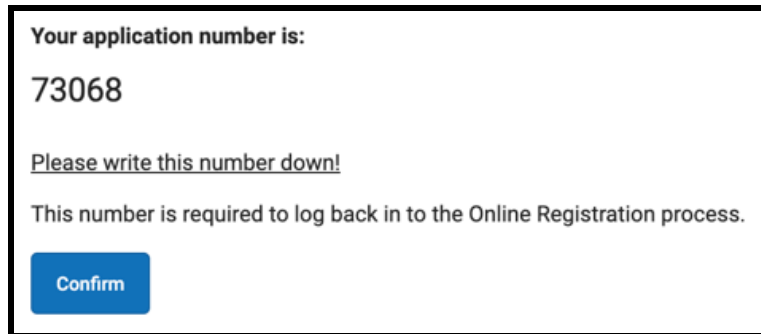
Please type the letters you see displayed in the image below.  
The entry is case sensitive.

6bwgy

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

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**.



A screenshot of a web interface showing the application number confirmation step. It includes a title, the application number, a note to write it down, an explanation of its use, and a confirm button.

Your application number is:

73068

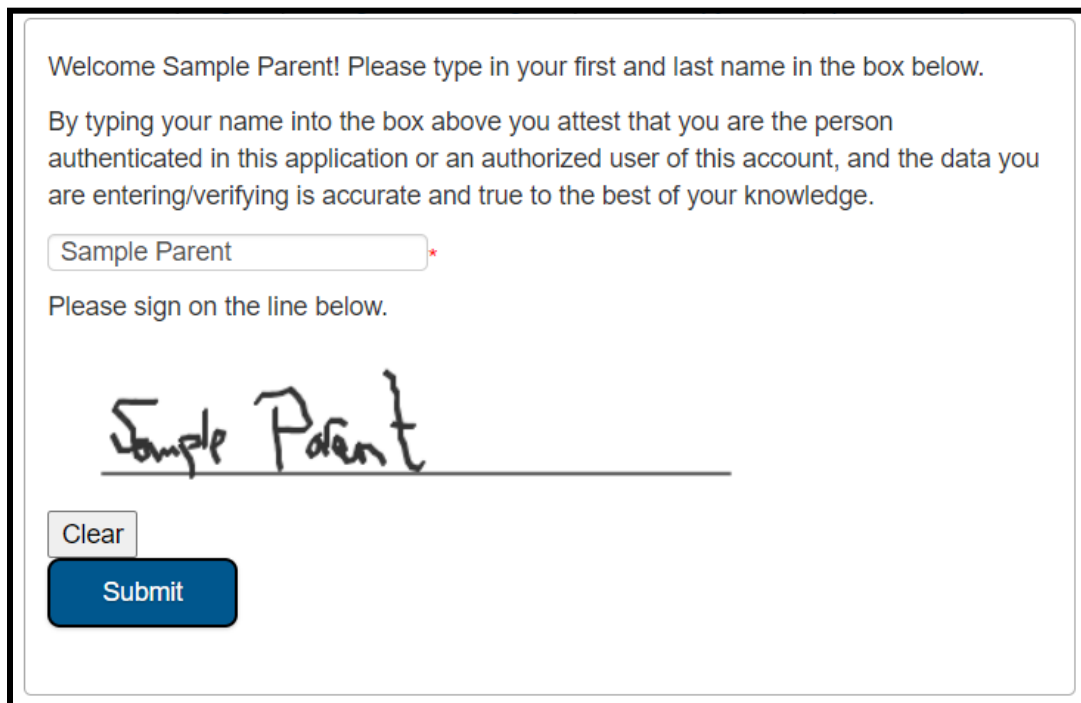
Please write this number down!

This number is required to log back in to the Online Registration process.

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. 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**.



A screenshot of a web interface for e-signature confirmation. It contains instructions, a name input field, a signature line, and buttons for clearing and submitting.

Welcome Sample Parent! Please type in your first and last name in the box below.

By typing your name into the box above you attest that you are the person authenticated in this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Sample Parent \*

Please sign on the line below.

Sample Parent

Clear

Submit

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**.

**Primary Home Phone**

Primary Home Phone  
(111 ) 111 -1111 \*

Voice ☒ Text(SMS) ☐ Emergency ☒ High Priority ☒ Attendance ☒ Behavior ☒ General ☒ Teacher ☒ Private ☐

Contact Preferences  
**Emergency:** Check this box to receive emergency messages at this contact.  
**High Priority:** Check this box to receive High Priority Notifications at this contact.  
**Attendance:** Check this box to receive attendance messages at this contact.  
**Behavior:** Check this box to receive behavior messages at this contact.  
**General:** Check this box to receive general school messages (from the district) at this contact.  
**Teacher:** Check this box to receive grade and assignment messages from teachers at this contact.  
**Private:** Check this box to mark this number as private. **WARNING:** Checking this box will prevent you from receiving any messages at this contact, including emergency messages.

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**.

**Home Address**

Please enter the student's home address below.

As you fill in the address, the system will automatically populate a list of valid addresses. Please select the correct address from this list.

If the address does not appear in the list, email the Office of Student Enrollment and Placement at [osep@philasd.org](mailto:osep@philasd.org). Please title the email "OLR: Missing Address" and include the primary home address and application number. In three (3) business days, we will notify you when the address is added to our system. You may then continue the registration process.

For example, 440 N Broad St, Philadelphia, PA 19130 would be entered as:  
**House Number:** 440  
**Direction:** N  
**Street:** Broad  
**Tag:** St  
 etc.

House Number  \* Direction  Street  \* Tag (St., Blvd., etc.)  Apartment

City  \* State  \* Zip  \* Ext.  County

Clear Address Fields

Click on your address if it appears in the box.

440 N Broad St, Philadelphia, PA 19130 4015 Philadelphia  
 4401 N Broad St, Philadelphia, PA 19140 1932 Philadelphia  
 440A N Broad St Apt. A, Clayton, NJ 08312 1102 Gloucester

You must select an address from the list above.

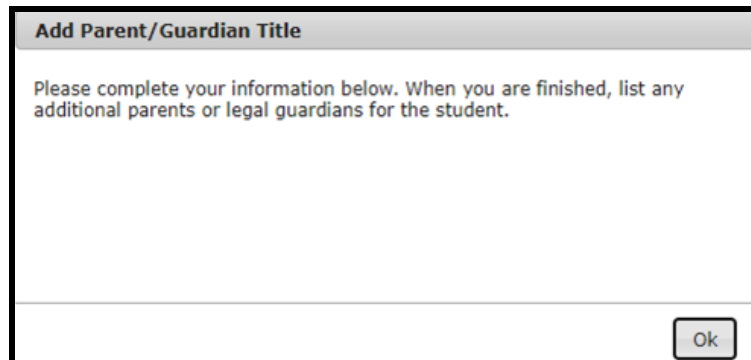
Your address as entered above:  
 440 N Broad

Previous

## **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**.



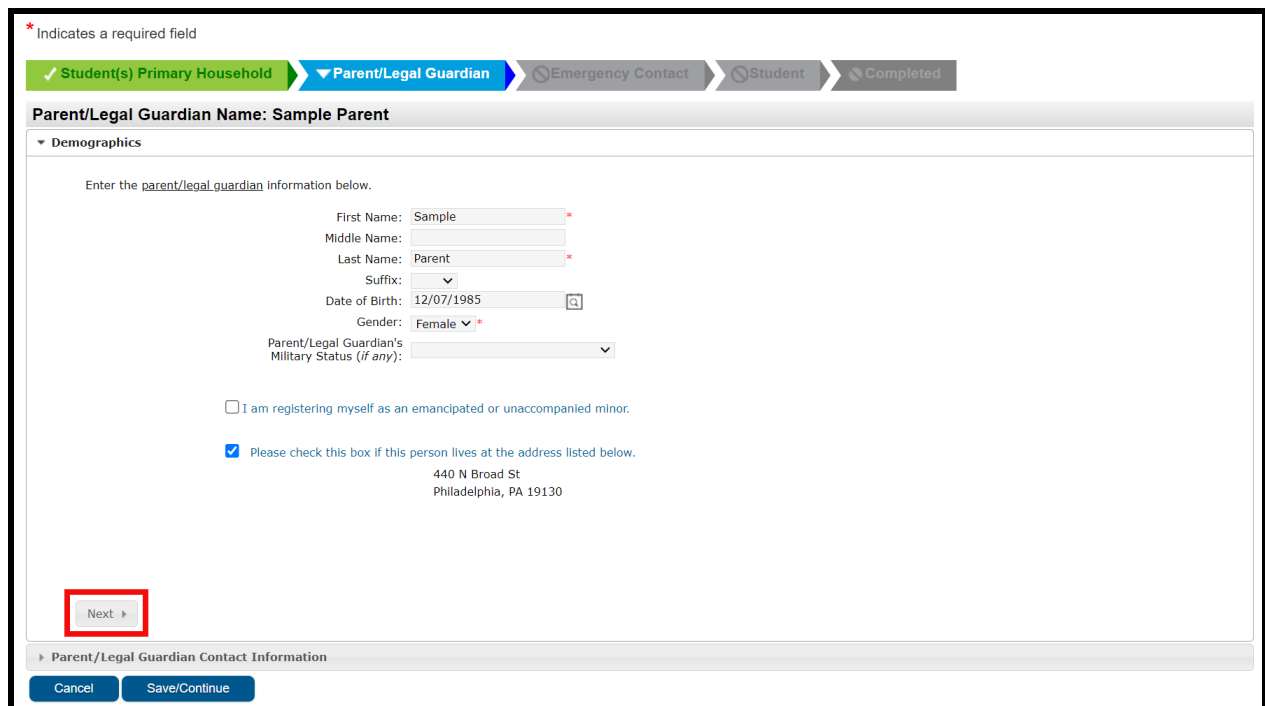
**Add Parent/Guardian Title**

Please complete your information below. When you are finished, list any additional parents or legal guardians for the student.

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.



\* Indicates a required field

✓ Student(s) Primary Household   ▾ Parent/Legal Guardian   ⌵ Emergency Contact   ⌵ Student   ⌵ Completed

**Parent/Legal Guardian Name: Sample Parent**

▼ Demographics

Enter the parent/legal guardian information below.

First Name: Sample \*

Middle Name:

Last Name: Parent \*

Suffix: ▾

Date of Birth: 12/07/1985

Gender: Female ▾ \*

Parent/Legal Guardian's Military Status (if any): ▾

☐ I am registering myself as an emancipated or unaccompanied minor.

☒ Please check this box if this person lives at the address listed below.

440 N Broad St  
Philadelphia, PA 19130

Next ➤

► Parent/Legal Guardian Contact Information

Cancel   Save/Continue

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**.

▼ Parent/Legal Guardian Contact Information

Note: At least **one** phone number is required. \*

Enter the parent/legal guardian's contact information and check the boxes for your preferred type(s) of communication from the District.

Primary Phone: \* ( 111 ) 111 - 1111

Work Phone: ( ) - x

Other Phone: ( ) - x

Email: \* parent@email.com

or

Has No Email: ☐

Secondary Email:

Preferred Contact Language: ▼ \*

**Contact Preferences**

	Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Voice	<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"/>
Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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:** Check this box to receive emergency notifications at this contact.

**High Priority:** Check this box to receive high priority notifications at this contact.

**Attendance:** Check this box to receive attendance notifications at this contact.

**Behavior:** Check this box to receive behavior messages at this contact.

**General:** Check this box to receive general school notifications from the District at this contact.

**Teacher:** Check this box to receive grade and assignment notifications from teachers at this contact.

**Private:** Check this box to mark this number as private.

**WARNING:** Checking this box will prevent you from receiving any notifications at this contact, including emergency notifications.

◀ Previous

Cancel **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**.

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

Parent/Legal Guardian

**Estimated Completion Time: 5 Minutes**

First Name	Last Name	Gender	Completed	
Sample	Parent	F	✓	<b>Edit/Review</b>

Please list all primary parents or legal guardians 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/Legal 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. 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**.

Emergency Contact

First Name	Last Name	Gender	Completed
<p>! - In an <b>Emergency</b>, if a parent or legal guardian cannot be contacted, one of the emergency contacts listed here will be called.</p> <p>Proper identification will be required before a student is released to emergency contacts.</p> <p>At least one (1) emergency contact is required.</p> <p><b>Yellow</b> - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p> <p>The maximum number of Emergency Contacts is 4</p>			

Add New Emergency Contact

Back

2. Enter the Demographic information for your child's emergency contact.

Contact Name: Sample Contact

Demographics

Please complete the following information for each emergency contact for your student.

Persons listed as Emergency Contacts will be contacted in the case of an emergency if the Parent or Legal Guardian cannot be reached.

First Name: Sample \*

Middle Name:

Last Name: Contact \*

Suffix: ▼

Gender: Male ▼ \*

Next ►

3. Enter the person's contact information. At least one phone number is required. Click **Save/Continue**.

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

**Contact Name: Sample Contact**

▶ Demographics

▼ **Emergency Contact Information**

Enter the following information for this emergency contact.

Note: At least **one** phone number is required.\*

Home Phone: ( 444 ) 444 - 4444

Cell Phone: ( ) -

Work Phone: ( ) - x

Email: scontact@email.com

◀ Previous

Cancel **Save/Continue**

4. The **Emergency Contact** screen will refresh.
- 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 the contact.
  - 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/Legal Guardian ▼ **Emergency Contact** ⌂ Student ⌂ Completed

**Emergency Contact**

**Estimated Completion Time: 5 Minutes**

First Name	Last Name	Gender	Completed	
Sample	Contact	M	✓	<b>Edit/Review</b>

! - In an **Emergency**, if a parent or legal guardian cannot be contacted, one of the emergency contacts listed here will be notified.

Proper identification will be required before a student is released to emergency contacts.

At least one (1) emergency contact is required.

**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 4

**Add New Emergency Contact**

**Back** **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/>).

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.

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

Student

**Estimated Completion Time: 30 Minutes**

First Name	Last Name	Gender	School	Completed
<p><b>WARNING</b></p> <p>Each Online Registration application can only process <b>one (1)</b> student at a time. Applications submitted with more than <b>one (1)</b> student will be <b>DENIED</b>.</p> <p>To register any additional students, please complete this application and then create a new application for each student.</p> <p><b>Note:</b> If the student has school-aged siblings, please add sibling information in the <a href="#">School-Age Sibling</a> section.</p> <p>After you have completed the <a href="#">Upload Required Documents</a> section, you will return to this screen. Click <a href="#">Save and Continue</a> to complete the application.</p> <p><b>Yellow</b> - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p>				

Add New Student

Back

2. The *Demographics* section will appear, which contains important policy information pertaining to name and gender identification. Review this information carefully.

**Student Name: Tracy Ross**

▼ Demographics

Please enter your student's 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 [Last Name](#) field.

**Preferred Identifiers (Policy 252):** Students who wish to identify using a different preferred name and/or gender can communicate their preference to the Office of Student Rights and Responsibilities **after** registering with their legal information. [Click here](#) to fill out the preferred name/gender update form.

For further resources and support, visit the [Office of Student Rights and Responsibilities website](#).

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.

Legal First Name: Tracy \* Gender: Female \* Enrollment Grade: 01 \*

Legal Middle Name: Date of Birth: 05/26/2017 \*

Legal Last Name: Ross \* Date Entered U.S.: \*

Suffix: Country of Birth: United States \*

**Assigned school is:** Jenks Academy A & S ES

**School Assignment Information**

The student's neighborhood school will be **automatically assigned** based on the listed primary home address.

If no neighborhood school is found, please continue this registration. The Office of Student Enrollment and Placement will contact you about your student's school assignment.

Residents within the boundaries of the Kensington Complex will be contacted by the school team to discuss all placement options in the Kensington High Schools.

Next >

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

Hispanic/Latino? No \*

\*Please check all that apply.

**Note:** If the Hispanic/Latino section was marked **No**, at least **one (1)** of the below options is required.

☐ American Indian or Alaska Native

☐ Asian

☒ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

Previous Next >

**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**.

**Housing**

In this next section, please share information about your current housing.

In some instances, you may be entitled to supports and services under the federal McKinney-Vento Act which supports the enrollment and education of students who may be experiencing housing challenges. The School District can help connect you to these services if you qualify.

**Note:** This information is **confidential** and will not impact your registration application.

☐ Rent  
☒ Own  
☐ Living with family/others  
☐ Living with family/others due to hardship  
☐ Child in the custody of a child welfare agency  
☐ Living in hotel/motel due to hardship  
☐ Child NOT living with their parent/legal guardian (known as "unaccompanied youth")  
☐ Living in shelter or transitional housing  
☐ Other homeless situation

◀ Previous    Next ▶

6. Identify the relationship each parent/guardian has to the student by selecting the appropriate option from the *Relationship* drop-down menu.

**Relationships - Parent/Guardians**

Keeping you updated about your child through supporting your child's success in school.

For each person listed below, please indicate they prefer to receive communication.

Also indicate the order that the school should

**Note:** At least one (1) person must be marked

Name	Relationship*	Guardian
Sample Parent	<div> <input type="button" value="v"/> <ul style="list-style-type: none"> <li>Mother</li> <li>Father</li> <li>Mother</li> <li>Aunt/Uncle</li> <li>Cousin</li> <li>Family Friend</li> <li>Foster Parent</li> <li>Grandparent</li> <li>Guardian</li> <li>Other</li> <li>Sibling</li> <li>Social Worker</li> <li>Stepparent</li> </ul> </div>	

**Description of Contact:**   
**Guardian:** Checking this box indicates that this person is the legal guardian of the child.   
**Mailing:** Checking this box indicates that this person is the preferred mailing address for the child.   
**Portal:** Checking this box indicates that this person is the preferred contact for the child's education.   
**Messenger:** Checking this box indicates that this person is the preferred contact for the child's communication.   
**Emergency Contact:** Checking this box indicates that this person is the preferred contact for the child's emergency.   
**Note:** Parent/Guardian must be marked as the legal guardian.

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**.

**Relationships - Parent/Guardians**

Keeping you updated about your child throughout the school year and in the event of a school emergency is an important part of supporting your child's success in school.

For each person listed below, please indicate their relationship to the student, whether they are the student's legal guardian, and the ways they prefer to receive communication.

Also indicate the order that the school should contact each person listed in the event of an emergency.

*Note: At least one (1) person must be marked as "Guardian".\**

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Emergency Contact Order*	or	<input type="checkbox"/>
Sample Parent	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>

[Description of Contact Preferences](#)

**Guardian:** Checking this box will flag this person as legal guardian to the student.

**Mailing:** Checking this box means you want to receive information via the U.S. Postal Service.

**Portal:** Checking this box will allow you to directly view child's information online via the parent Portal. If you are new to the parent Portal, please [create an account](#) after your child is fully enrolled.

**Messenger:** Checking this box means you want to receive messages from the District's electronic messaging system.

**Emergency Contact Order:** Setting this number will determine the order in which emergency contact(s) are notified.

*Note: Parents/legal guardians should start with a sequence of 1.*

◀ Previous   **Next ▶**

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**.

**Relationships - Emergency Contacts**

Please enter the relationship to the student of each contact listed below as well as the emergency contact order.

In the event of an emergency, the school will use this order to notify emergency contacts.

A minimum of 1 emergency contact is required.\*

Name	Relationship*	Emergency Contact Order*	or	<input type="checkbox"/>
Sample Contact	Aunt/Uncle	2		<input type="checkbox"/>

[Description of Contact Preferences](#)

**Emergency Contact Order:** Setting this number will determine the order in which emergency contact(s) are notified.

*Note: Parents/legal guardians should start with a sequence of 1.*

◀ Previous   **Next ▶**

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**.

**▼ Enrollment History and Student Services**

Understanding where your child was previously enrolled (when applicable) and the types of special student services they received will help us prepare to successfully support your child once they start school with us.

Please complete the section below so we can access your child's prior educational records as needed.

**Note:** Enrollment is **not contingent nor affected** by providing special education documentation.

Did your student attend pre-kindergarten? No ▾ \*

Did your student attend kindergarten? No ▾ \*

Type of school last attended: ▾

Name of school last attended:

City of school last attended:

**Student Services Information:** Click here to review the [Office of Specialized Service's resources and supports](#).

Has your student ever received special education services in PA or another state? No ▾ \*

If yes, what state did your student receive special education services in? ▾

Does your student have a current Individualized Education Plan ("IEP")? No ▾ \*

Does your student have a current evaluation report? No ▾ \*

Current Evaluation Report Date:

Was your student ever enrolled in an Early Intervention Program ("EIP")? No ▾ \*

[Click here for more information on EIPs.](#)

Does your student have a current 504 plan? No ▾ \*

Has your student previously received gifted or talented services? No ▾ \*

◀ Previous   **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.

**▼ Medical Information**

Each school in our District has an assigned nurse to help support your child's medical needs during the school day. The District may also be able to connect you with no/low cost City of Philadelphia resources to further support your child's medical needs.

Please take a moment to provide the medical information requested below.

**Note:** Enrollment is **not contingent nor affected** by providing medical information.

Name of Child's Doctor/Clinic:

Doctor/Clinic Phone Number: (  )  -

Medical Insurance: ▾

Insurance Company Name:

Insurance Policy Number:

Does your child wear glasses? No ▾ \*

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? No ▾ \*

Has your child been diagnosed with attention-deficit/hyperactivity disorder ("ADHD")? No ▾ \*

Does your child have any allergies? No ▾ \*

Do you give the school nurse permission to give your child acetaminophen (Tylenol®)? No ▾ \*

Do you give the school nurse permission to give your child ibuprofen (Advil®/Motrin®)? No ▾ \*

Does your child take any medications? No ▾ \*

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.

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. 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.

Your signature gives permission for:

1. administration of any listed medications by SDP school nurses during school hours, field trips, and after school activities;
2. administration of emergency treatment; and
3. communication between SDP school nurses and your child's healthcare provider regarding your child's care on an "as needed" basis.

Emergency Treatment Authorization Signature: Sample Parent \*

13. The second statement discusses permission for the use of sunscreen. Type your name into the appropriate Authorization Signature boxes. Then, click **Next**.

### Sunscreen Statement

Parents/legal guardians may choose to supply their child with a non-aerosol topical sunscreen approved by the U.S. Food and Drug Administration.

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.

*In the event of a cancellation or restriction, the school shall provide written notice to the parent/legal guardian.*

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 acknowledges via the Sunscreen Authorization Signature that:

1. the school is not responsible for ensuring sunscreen is applied by the student; and
2. the student has demonstrated that they are able to self-apply the sunscreen.

Sunscreen Authorization Signature: Sample Parent

◀ Previous   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**.

**▼ Language Information**

The School District of Philadelphia offers a wide range of language support services for students whose primary spoken language is not English.

Completing the information below will help us determine if your child should receive English as a Second Language services to support their academic success.

Does the **family** communicate in English most of the time while at home? No ▾ \*

> What language does the **family** speak at home most of the time? Spanish ▾ \*

Does the **parent(s)/guardian(s)** communicate in English most of the time to the child? No ▾ \*

> What language does the **parent(s)** speak to her/his child most of the time? Spanish ▾ \*

Does the **child** communicate in English most of the time to their parent(s)/guardian(s)? No ▾ \*

> What language does the **child** speak to her/his parents most of the time? Spanish ▾ \*

Does the **child** communicate in English most of the time to their siblings? Yes ▾ \*

Does the **child** communicate in English most of the time to their friends? Yes ▾ \*

Is English the **child's** most frequently used language? Yes ▾ \*

Does the **child** communicate in any language(s) other than English? No ▾ \*

Has your **child** ever received English as a Second Language ("ESL") or English Language Learner ("ELL") services? No ▾ \*

◀ Previous **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**.

**▼ School Age Siblings in Same Household**

Does the Student have any school age siblings who are currently living at the address provided? Yes ▾ \*

Please enter information for all school age children, ages five and above, who are currently living at the provided address.

**Note:** This page is not used to register any additional students.  
If you need to register any additional students, please submit this application first, and then complete a new application for each additional student.

**First Sibling**

First Name:  \*

Last Name:  \*

First Sibling Date of Birth:  \*

Current School:

Current Grade: ▾

Student ID Number (if available):

**Second Sibling**

First Name:

Last Name:

Second Sibling Date of Birth:

Current School:

Current Grade: ▾

Student ID Number (if available):

Do you need to add any additional siblings? ▾

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**.

▼ Student Suspension/Expulsion Information (Parental Registration Statement)

### 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 was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act 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 to the best of my knowledge, information and belief. Sample Parent

◀ Previous **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**.

▼ Release of Directory Information (FERPA)

Protecting the confidentiality of your child's educational information is one of our most important responsibilities.

Per the federal Family Educational Rights and Privacy Act (FERPA), the School District of Philadelphia cannot share personal information from your child's education records with others without your written approval, with one exception called "directory information." This information may be disclosed without written consent unless you advise the District otherwise.

Directory information is a limited category of student information that is intended for general use in school publications such as yearbooks, playbills, school newsletters, honor roll or other recognition lists and graduation programs. It may also be made available upon request to qualified outside organizations which include, but are not limited to: scholarship providers, trade/technical schools, and potential employers.

[Click here](#) to review the full list of directory information category as well as the District's FERPA Notice of Directory Information.

**Directory information will not be provided to commercial enterprises.**

If you want to restrict how your child's directory information is used or shared, please indicate so by checking the appropriate box below and typing your name in the signature box authorization your selection.

Do you want to deny or restrict the release of directory information for your student? If so, please select **Yes** here to indicate which information you would like to restrict. Yes ▾

Select one of the following:

- ☐ Do **not** release my student's directory information at any time.
- ☐ No information shall be provided 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 (*grades 11-12 only*).

**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. [Click here](#) to view the District's PPRA notice.

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

Sample Parent

◀ Previous **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.

**Upload Required Documents**

**The School District's online registration system will not let you submit your student's registration without the following required items:**

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

Please be advised that there is a file size limit of 10MB. The following special characters cannot be included in document names, or they will not upload:  
[ . , [ ] { } ( ) ! ; " \* ? < > : / \ Tab, LF, CR

[Click here for instructions on how to upload documents with an Android device.](#)

[Click here for instructions on how to upload documents with an iPhone.](#)

[Click here for information on required Immunizations.](#)

[Click here to view our Registration Guidelines.](#)

If you have any notes or comments about the documents you uploaded, please write them here:

---

**Acceptable Proof of Age documents are:**

- Birth Certificate
- Baptismal Certificate
- Valid Passport

**Acceptable Residency Documentation includes:**

- 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 or 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
- 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
- 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

**PLEASE NOTE:** One (1) of your residency documents must display a date from the last 90 days.

**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.

If you have any notes or comments about the documents you uploaded, please write them here:

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.](#)

\*

Upload Proof of Your Student's Age

\*

Upload First Proof of Residency Document

\*

Upload Second Proof of Residency Document

\*

Upload Student Immunization Records

\*Optional

Upload Second Immunization Records Document

\*Optional

Upload Transcript or Report Card

\*Optional

Upload Photo ID of Parent/Guardian

\*Optional

Upload Student Special Ed / IEP Documentation

◀ Previous

Delete

Cancel

Save/Continue

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 \_\_\_\_\_

**Estimated Completion Time: 30 Minutes**

First Name	Last Name	Gender	School	Completed
Tracy	Ross	F	Jenks Academy A & S ES	<div>Edit/Review</div>

**WARNING**

Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**. To register any additional students, please complete this application and then create a new application for each student.

**Note:** If the student has school-aged siblings, please add sibling information in the [School-Age Sibling](#) section.

After you have completed the [Upload Required Documents](#) section, you will return to this screen. Click **Save and Continue** to complete the application.

**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

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

Student \_\_\_\_\_

**Estimated Completion Time: 30 Minutes**

First Name	Last Name	Gender	School	Completed	Record Type	Linked to Campus Name
Tracy	Ross	F	Jenks Academy A & S ES	✓	New	<div>Edit/Review</div>

**WARNING**

Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**. To register any additional students, please complete this application and then create a new application for each student.

**Note:** If the student has school-aged siblings, please add sibling information in the [School-Age Sibling](#) section.

After you have completed the [Upload Required Documents](#) section, you will return to this screen. Click **Save and Continue** to complete the application.

**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:** 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**.

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

**PLEASE NOTE:** Prior to submitting your application, you may verify all of the data you have entered by going back to the area in question or clicking on the PDF link below.

Your information is not submitted until you click the submit button below. You will receive an email notification that your application was received after clicking the submit button.

Please download a PDF Summary of your application below to print and save for your records. If you experience any difficulties in completing the online registration process, you will need this document.

**Submit**

**Back**

[Application Summary PDF](#)

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**.

**Warning**

Are you sure that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting, unless a school staff member unsubmits it for you.

**Confirm** **Cancel**

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

**Infinite Campus** Online Registration

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

[Application Summary PDF](#)

## **Returning to an Application**

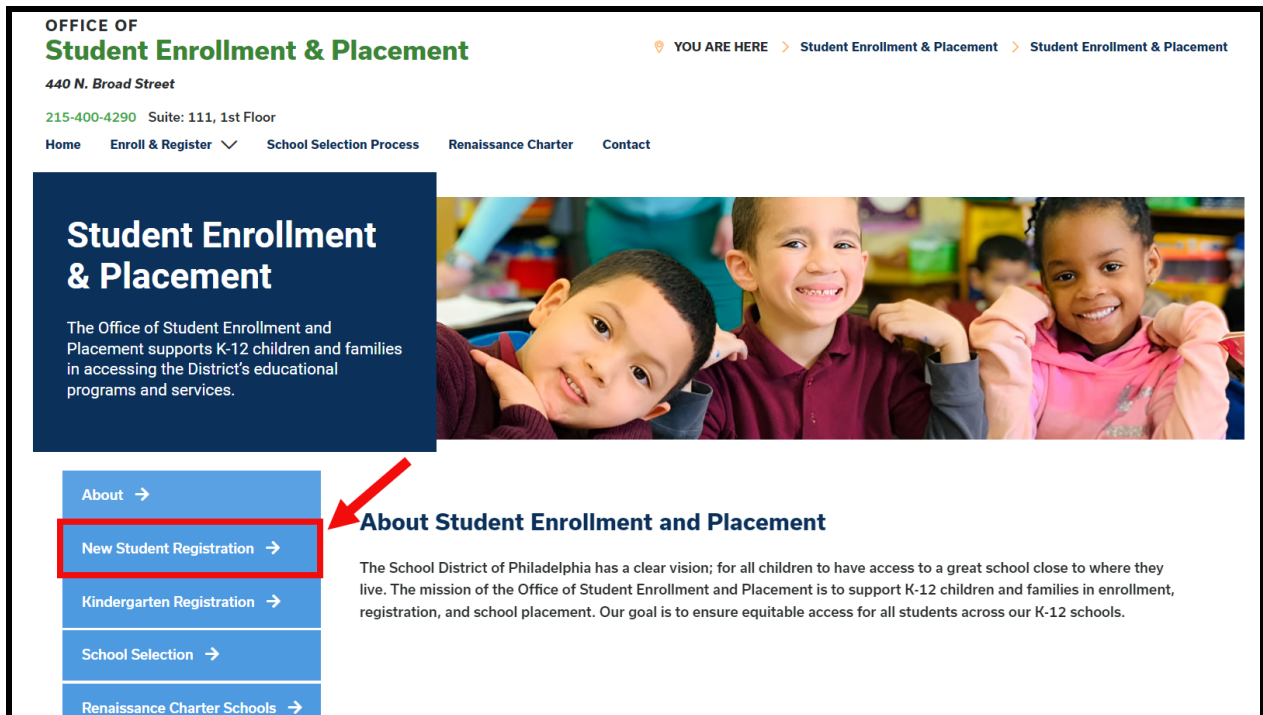
*If you are working on an application and need to stop, you can return to it later and pick up where you left off in the application. You can then complete and submit the application. After you have submitted your application, it will be carefully reviewed by staff at the school to ensure completion 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](mailto: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](https://philasd.org/studentplacement)). Click on the blue button labeled *New Student Registration*.



**OFFICE OF Student Enrollment & Placement**  
440 N. Broad Street  
215-400-4290 Suite: 111, 1st Floor

Home Enroll & Register School Selection Process Renaissance Charter Contact

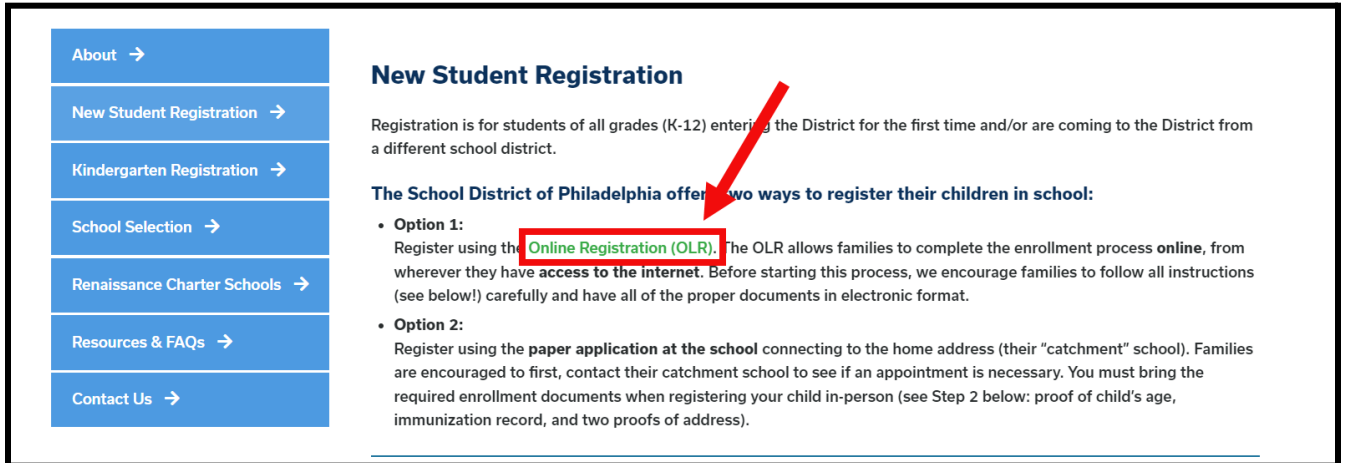
**Student Enrollment & Placement**  
The Office of Student Enrollment and Placement supports K-12 children and families in accessing the District's educational programs and services.

**Student Enrollment & Placement**

**About Student Enrollment and Placement**  
The School District of Philadelphia has a clear vision; for all children to have access to a great school close to where they live. The mission of the Office of Student Enrollment and Placement is to support K-12 children and families in enrollment, registration, and school placement. Our goal is to ensure equitable access for all students across our K-12 schools.

Buttons in the sidebar: About →, **New Student Registration →**, Kindergarten Registration →, School Selection →, Renaissance Charter Schools →

- 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:



**About →**

**New Student Registration →**

**Kindergarten Registration →**

**School Selection →**

**Renaissance Charter Schools →**

**Resources & FAQs →**

**Contact Us →**

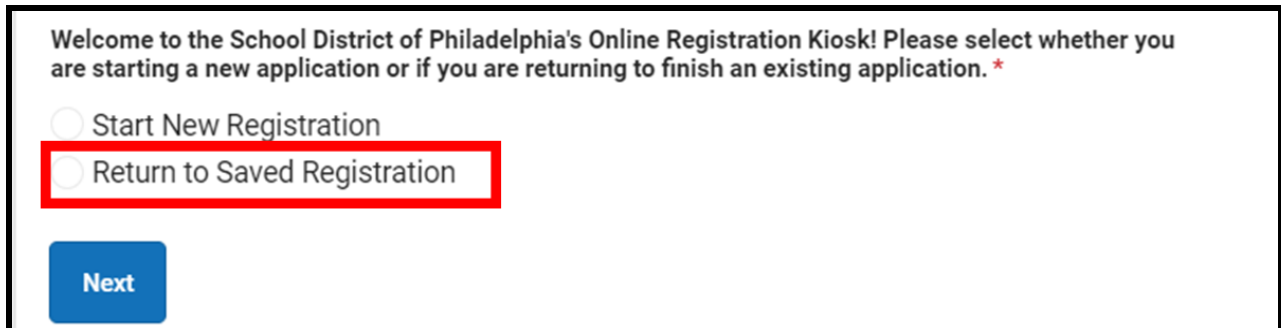
### New Student Registration

Registration is for students of all grades (K-12) entering the District for the first time and/or are coming to the District from a different school district.

**The School District of Philadelphia offers two ways to register their children in school:**

- Option 1:**  
Register using the **Online Registration (OLR)**. The OLR allows families to complete the enrollment process **online**, from wherever they have **access to the internet**. Before starting this process, we encourage families to follow all instructions (see below!) carefully and have all of the proper documents in electronic format.
- Option 2:**  
Register using the **paper application at the school** connecting to the home address (their "catchment" school). Families are encouraged to first, contact their catchment school to see if an appointment is necessary. You must bring the required enrollment documents when registering your child in-person (see Step 2 below: proof of child's age, immunization record, and two proofs of address).

- The *Online Registration Welcome Screen* will display. Click the button before the statement that reads *Return to Saved Registration*. Then, click **Next**.



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

☐ Start New Registration

☐ Return to Saved Registration

**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

Parent or Legal Guardian First Name \*


Parent or Legal Guardian Last Name \*

Parent or Legal Guardian Date of Birth (MM/DD/YYYY) \*



Email Address \*

Please check this box if there are any students in your household who are currently enrolled in a Philadelphia District school and list them in the 'school-age sibling' section of the application. \*





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.

2fpmb



 This field is required


Begin Registration

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.

Please type the letters you see displayed in the image below.

The entry is case sensitive.

6bwgy



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

Begin Registration