

Creating a School Selection System Account for Non-District Applicants

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Introduction

Students and parents/guardians wishing to participate in the School District of Philadelphia's School Selection Process will use an online system to submit applications.

Parents/guardians who do not have any student currently enrolled in a School District of Philadelphia School must create an account in order to access the online application system.

Parents/guardians who do have a student/students currently enrolled in a School District of Philadelphia School must log in to the application system via their School District of Philadelphia Parent Portal account. Please refer to [this resource](#) if you are a parent/guardian of a student enrolled in the School District of Philadelphia.

To learn more about regulations, procedures and eligibility requirements for the School District of Philadelphia's School Selection Process, please visit <https://www.philasd.org/findyourfit>.

After creating your account, follow the instructions in the [School Selection Application for Non-District Applicants](#) stepper to create and submit your application.

Creating a School Selection System Account

Parents/Guardians of Non-District Students have two options when it comes to creating a School Selection Application System account. They can create an account using their [email address](#), or they can create an account using their phone number. Guidance for both options is included below.

Creating an account via Email

1. Visit the school selection website (<https://www.philasd.org/findyourfit>) to access the application system.
2. The Parent/Guardian Log In screen will load. To create an account, click **Sign Up**.

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Email Log in with phone

E.g. example@email.com

Password Forgot password?

Password

Log In

Don't have an account?
Sign Up

3. Enter your *email address* and create your *password*. Then, click **Sign Up**.

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Email Sign up with phone

E.g. example@email.com

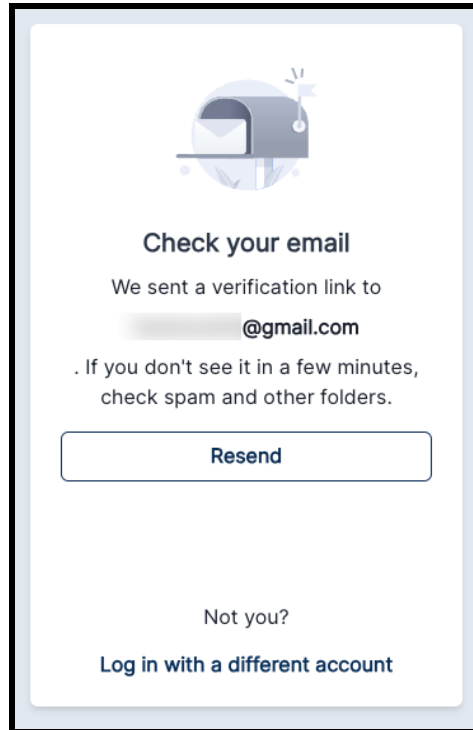
Create password

Password

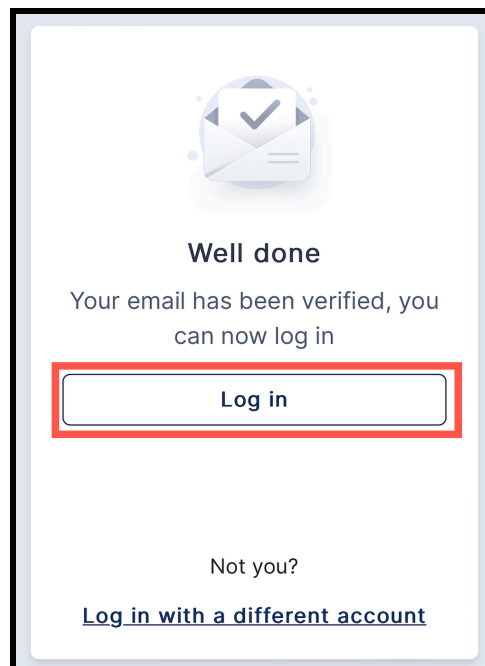
Sign Up

Already have an account?

4. Check your inbox for an email containing a verification link. Click the link contained in the email to verify your account.



5. After verifying your account via the emailed link, click **Log In**.



6. Enter your email and password to log in to the School Selection Application System. Then, click **Log In**.

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Email [Log in with phone](#)

E.g. example@email.com

Password [Forgot password?](#)

Password

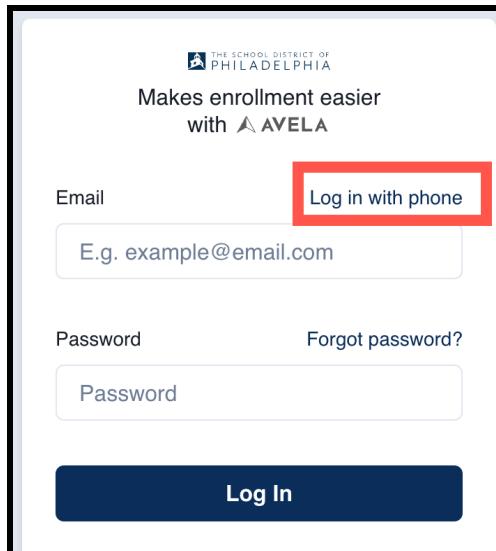
Log In

Don't have an account?

Sign Up

Create an Account Using Your Phone Number

1. Click **Log in with phone**.



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Email **Log in with phone**

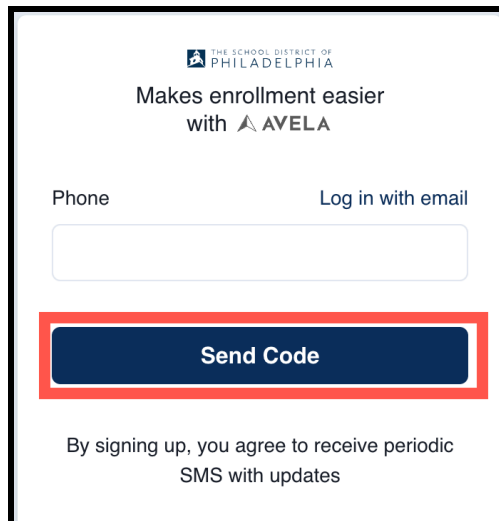
E.g. example@email.com

Password [Forgot password?](#)

Password

Log In

2. Enter your phone number, and then click **Send Code**.



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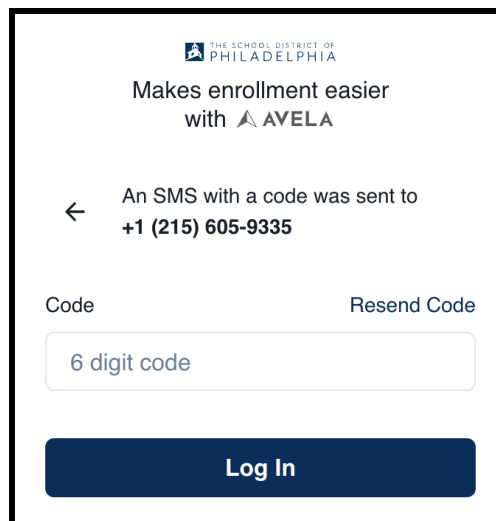
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Phone [Log in with email](#)

Send Code

By signing up, you agree to receive periodic SMS with updates

3. A six digit code will be sent to your phone via text message. Enter the code and click **Log In**.



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← An SMS with a code was sent to +1 (215) 605-9335

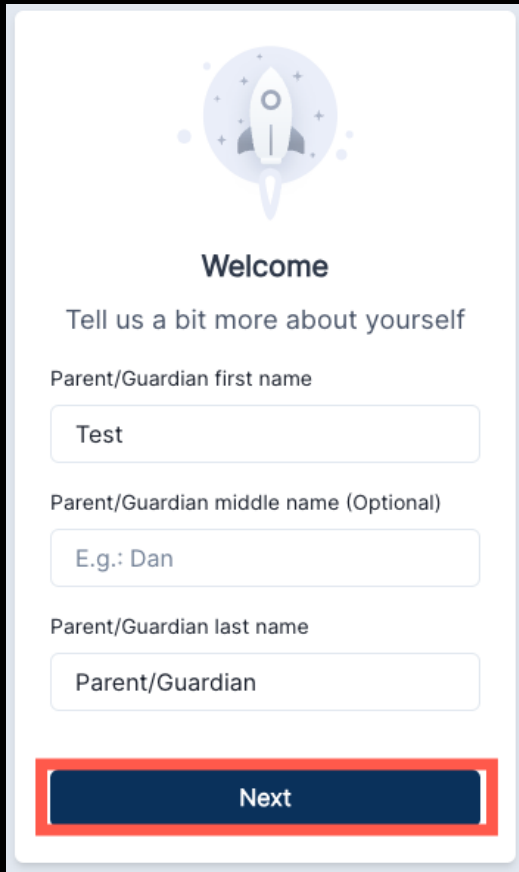
Code [Resend Code](#)


6 digit code

Log In

Providing Account Details

1. Enter a *Parent/Guardian First Name* and *Parent/Guardian Last Name*. The Parent/Guardian middle name is optional. Then, click **Next**.





Welcome

Tell us a bit more about yourself

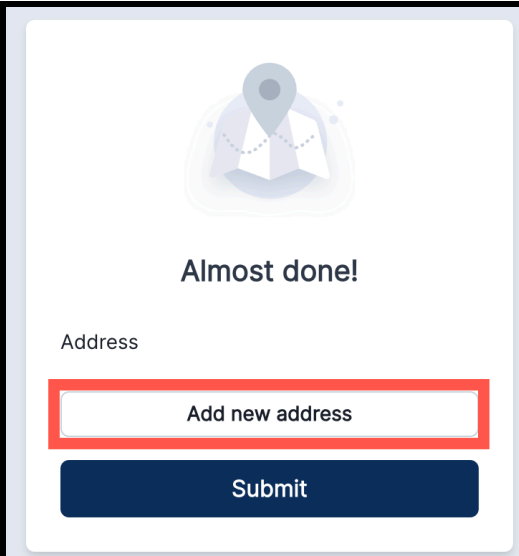
Parent/Guardian first name


Parent/Guardian middle name (Optional)

Parent/Guardian last name

Next

2. The next section asks parents/guardians to provide the address. This address should be the student's primary address. Click **Add new address**.






Almost done!

Address

Submit

3. Enter your address information. Click **Save Address**.



Almost done!

Address

Street address *

424 Ave

Apartment, suite, or floor #
(Optional)

City *

Philadelphia


State * Zip code *

PA 19111

Save address

Submit

4. The address will appear. After adding your address(es), click **Submit**.



Almost done!

Address

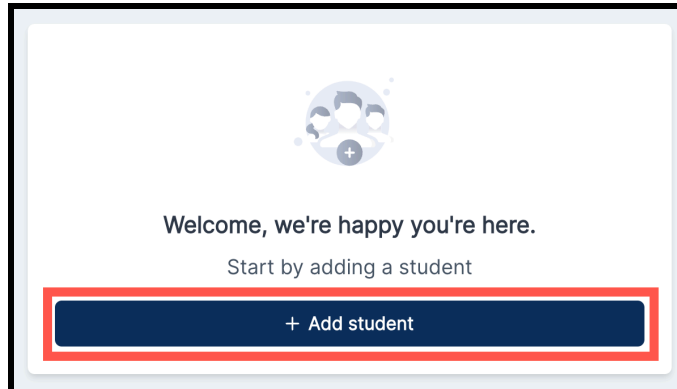
424 Ave
Philadelphia, PA 19111

Add new address

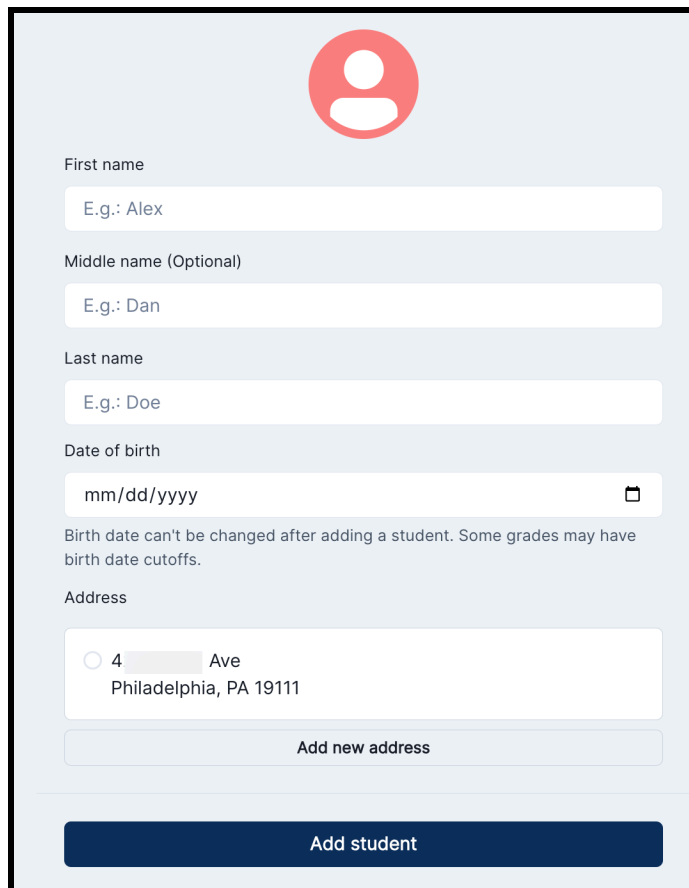
Submit

Adding Non-District Students to Your Account

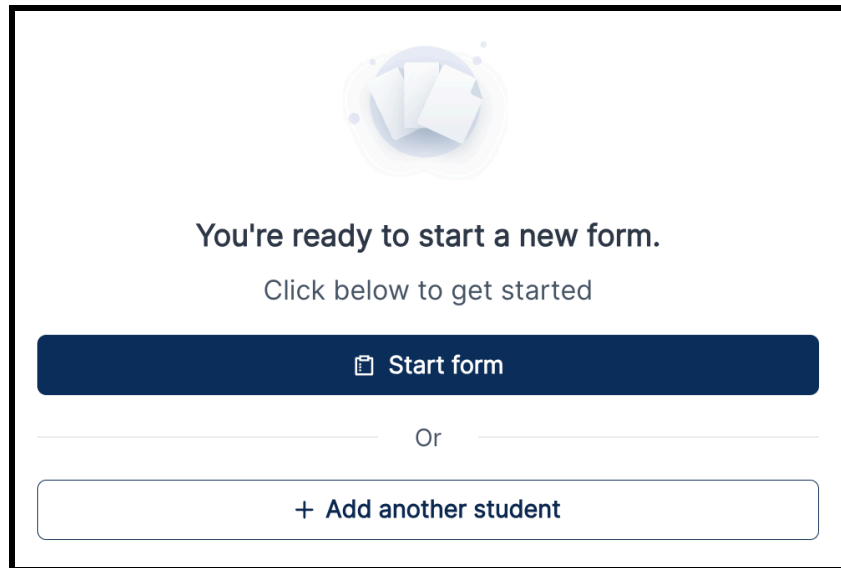
1. Click **+ Add Student** to add a student who does not currently attend a School District of Philadelphia school to your account.



2. Enter your student's First name, Middle name, Last name and Date of birth. Select the student's address from the options added when the School Selection Application System account was created. Then, click **Add Student**.

A screenshot of a form for adding a student. At the top center is a red circular icon with a white silhouette of a person. Below the icon are several input fields: "First name" with a placeholder "E.g.: Alex", "Middle name (Optional)" with a placeholder "E.g.: Dan", "Last name" with a placeholder "E.g.: Doe", and "Date of birth" with a placeholder "mm/dd/yyyy" and a calendar icon. Below these fields is a note: "Birth date can't be changed after adding a student. Some grades may have birth date cutoffs." Underneath is an "Address" section with a text input field containing "4 Ave Philadelphia, PA 19111" and a radio button to its left. Below the address field is a button labeled "Add new address". At the bottom of the form is a large dark blue button labeled "Add student".

3. After adding your student's information you can either:
 - a. Start an application for this student by clicking **Start form**, OR
 - b. Continue to add additional students who are not currently enrolled in a School District of Philadelphia school by clicking **+ Add another student**.
 - i. If adding another student, repeat Step 2 to provide that student's information.
 - ii. When you have finished adding students to your account, click **Start form**.



Next Steps

Please refer to the [Creating and Submitting an Application for Non-District Students](#) for the 2024-2025 School Selection Process stepper for detailed guidance on how to complete and submit an application.

Additional information regarding the School Selection Process can be found by visiting the School Selection Website: <https://www.philasd.org/findyourfit>.