



Enrollment Guidelines for Parents

Revised April 2025

How do I enroll my child in the School District of Philadelphia (District)?

You can enroll your child using the District's online registration (OLR) on the Office of Student Enrollment and Placement's website at www.philasd.org/studentplacement or by completing a paper application from your local school.

What documents do I need to register my child?

1. Proof of your child's age: (one of the following)

- Child's original birth certificate
- Notarized copy of the child's birth certificate
- Child's valid passport
- Original baptismal certificate indicating the child's date of birth
- Copy of the record of baptism (notarized or duly certified and showing the date of birth)
- Notarized statement from the parents or another relative indicating the date of birth
- Prior school records indicating the date of birth

2. Immunization/Shot Records:

All school-age children must have the required immunizations to attend school unless they qualify for one of the exemptions listed below:

- Medical exemption: Children do not need to be immunized if a physician or the physician's designee provides a written statement that immunizations may be detrimental to the health of the child. When the physician determines that immunizations are no longer detrimental to the health of the child, the child must be immunized. Families must submit a completed exemption form to the school nurse.
- Religious exemption: Children do not need to be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief. Families must submit a completed exemption form to the school nurse.

For more information on the required immunizations for school-age children, go to www.philasd.org/studenthealth/#reqim.

3. Proof of Residence:

- All new enrollments **require** a deed, mortgage statement, or a current lease that is signed by both the landlord and tenant, **and one** other approved residency document from the list below.



- If a deed, mortgage statement, or lease cannot be provided, **three (3)** forms of approved residency documents from the list below are required.
- All approved documents **must show the current address of residence** and must be in the name of the parent/legal guardian.

Approved residency documents that are accepted	Documents that are <u>NOT</u> be accepted
HUD Settlement Sheet	Outdated Bills or Statements
Current Utility Bill Electric/Water/Gas/Oil/Cable/Internet*	Library Card
Home or Cell Phone Bill*	Membership Identification Card
Letter from Social Security or Public Assistance Office*	Mail addressed to a previous address
Current Vehicle Registration	Letters from friends or family claiming your address
Renters/Owners Insurance	General Advertising Mail
Employer Pay Stub*	Unverifiable Online Bill/Statement
Current Credit Card Bill/Statement*	Documents that do not clearly show your current address and full legal name
IRS Statement or Other Wage and Tax Statement (e.g., W2, 1040, 1099)	Copy of Packaging Labels
Bank Statement*	Closed Envelopes
Property Tax Bill	



Current Driver's License or Identification Card	
Voter Registration Card	

* This approved document **must be dated within the last ninety (90) days.**

What should I do if I am living with someone and do not have any proof of residence in my name?

A **residency affidavit** can be used when a parent/legal guardian is living with someone and cannot provide proof of residence in their own name. The residency affidavit must be completed and signed by the parent/legal guardian **and** property owner/renter, and notarized. The property owner/renter must then provide the required proof of residence in their name. You can download the residency affidavit from the website at www.philasd.org/studentplacement/#faqs or it can be picked up at your local school. Upload the completed residency affidavit and the proof of residence to your online registration application or take it to your local school with your completed paper application and other enrollment documents.