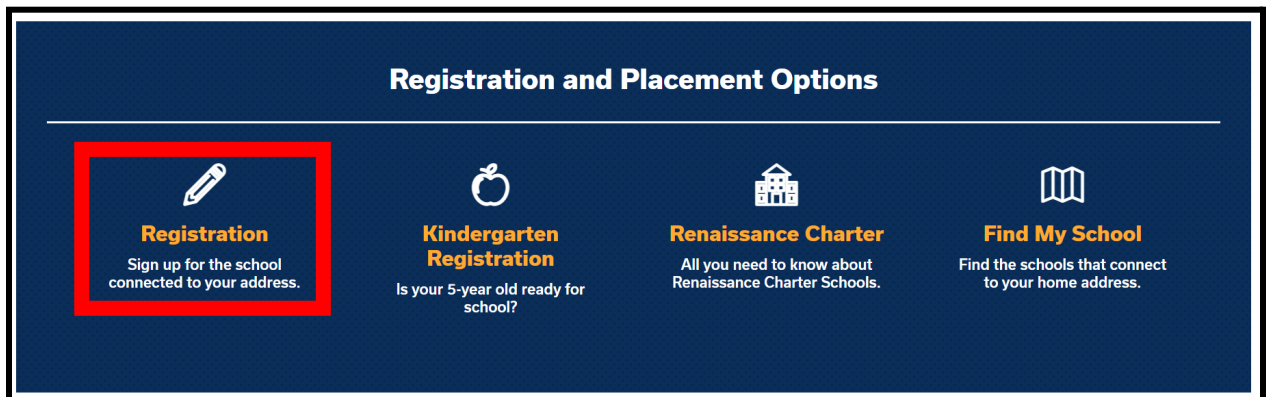


Online Registration (OLR) for Students Attending Olney Charter High School

*This step-by-step guide explains the special Online Registration process **ONLY** for students at Olney Charter High School. On the application these students must enter the **address of their school** instead of their home address (p.4). Proof of Residency for their actual home address must still be uploaded to the application (p.16). If you are filling out this application for a sibling of a currently enrolled student, make sure to include the currently enrolled sibling in the “School Age Siblings In Same Household” section of the application (p.14). A separate application must be submitted for each student.*

Navigation

1. Access the Online Registration tool via the Office of Student Enrollment and Placement’s website (philasd.org/studentplacement). Scroll to the bottom of the screen to view the *Registration and Placement Options* section. Click on the link labeled *Registration*.



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



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](#)).

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

3. Click on **22-23** to register for the current school year. Then, click **Next**.

What are you registering for?

☒ 22-23

Next

4. Review the guidance included on this page regarding participating schools, 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

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

This form is only intended for new students registering at the School District of Philadelphia. It is not intended for use by existing students in the School District. If you need to update your student's household or demographic information, please contact your school directly.

This application cannot be used to apply for charter schools. The Citywide and Special Admissions schools listed in the chart below will not be participating in Online Registration. Please visit the [School Directory](#) to find more information on applying for these schools.

Citywide and Special Admissions Schools		
Academy at Palumbo HS	AMY at James Martin	AMY Northwest MS
Arts Academy at Rush MS	Bodine, William W. HS	Building 21 HS
CAPA HS	Central HS	Constitution HS
Conwell, Russell H MS	Engineering and Science HS	Fitler Academics Plus
FLC HS	GAMP HS	Philadelphia HS for Girls
Hill-Freedman Academy	HS of the Future	Lankenau HS
Masterman, Julia HS	Motivation HS	MYA MS
Overbrook Education Center	Parkway Center for Middle City College	Parkway Northwest HS
Parkway West HS	Philadelphia Military Academy HS	Robeson, Paul HS
SLA at Beeber	SLA HS	SLA MS
The LINC HS	The U School HS	The Workshop School

start your application.

- 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.

What are you registering for? Please pay special attention when selecting the Registration Year for your student below. Applications submitted for Registration Year 22-23 (starting school in September 2022) will be processed for students who wish to enroll in their catchment school next school year.

22-23

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 select 'Yes' in the dropdown 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. If there are no siblings, select 'No'.

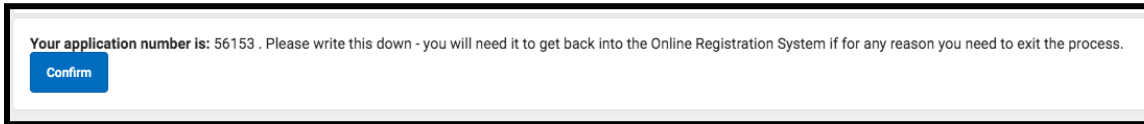
- Find the CAPTCHA at the bottom of the page, enter the sequence of letters and numbers in the field beneath the image. Click **Begin Registration**.

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




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

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**.

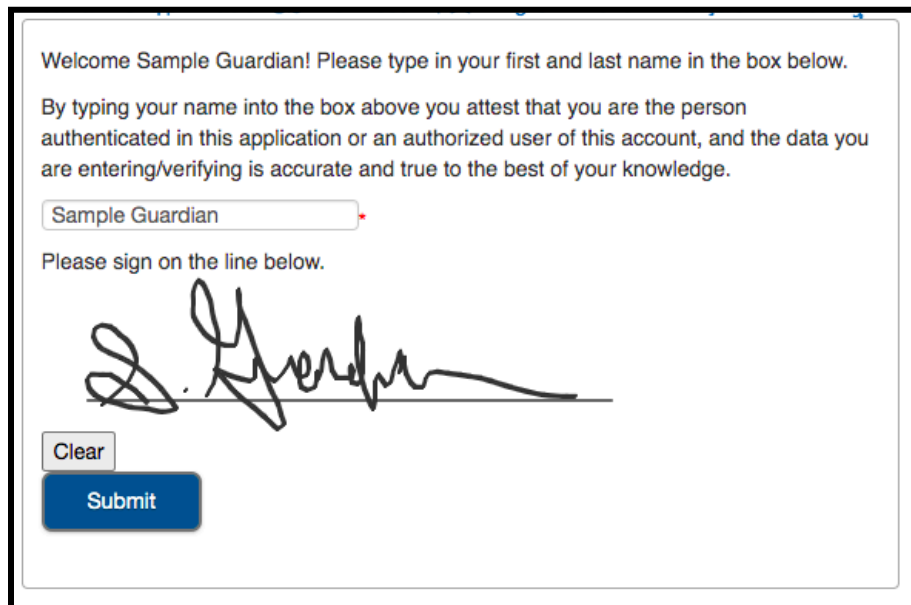


Your application number is: 56153 . Please write this down - you will need it to get back into the Online Registration System if for any reason you need to exit the process.

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**.



Welcome Sample Guardian! 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 Guardian

Please sign on the line below.



Clear

Submit

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

Adding Primary Household Information

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

1. Enter the phone number you wish to assign to your child’s primary household. Students can only have one primary household, but can have multiple secondary households. You will enter secondary household information later, if needed. Click **Save/Continue**.

2. Enter the address of the school you are applying to. See the table below:

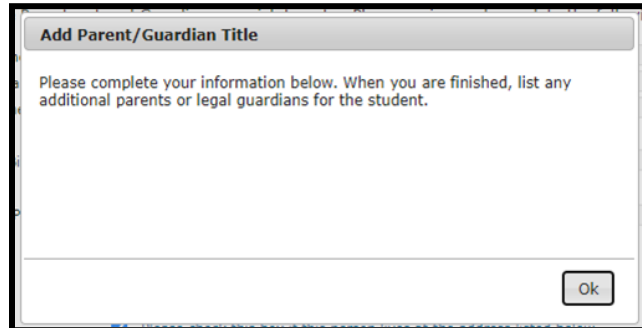
School	Address
Olney Charter High School	100 W. Duncannon Ave, Philadelphia, PA 19120

NOTE: Use the school address to get the student enrolled. Your residency documentation will later be used by the school to update your household information in the system.

Start by entering the school’s street number in *House Number*. For Olney, select “West” in the *Direction* dropdown menu. Enter the *Street*. Do not enter anything in the *Tag* field. The school’s address will appear in the green box. Click the address, and the rest of the fields will be automatically populated. Click **Save/Continue**.

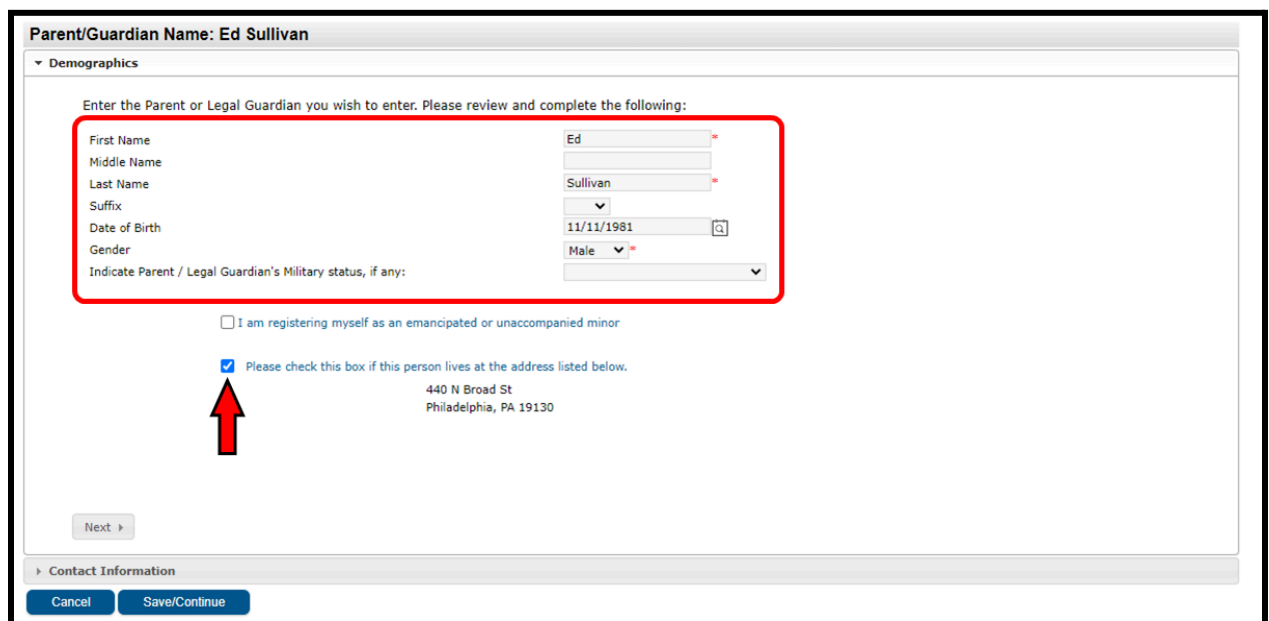
Adding Parents and Guardians

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



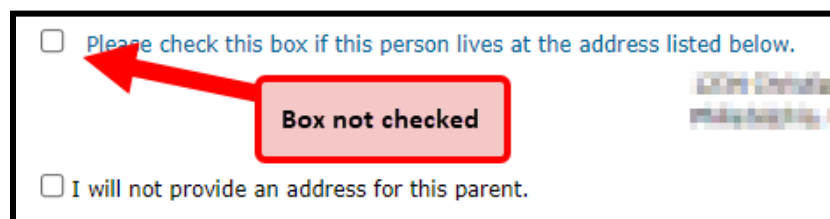
A small popup window titled "Add Parent/Guardian Title". It contains the text: "Please complete your information below. When you are finished, list any additional parents or legal guardians for the student." At the bottom right is an "Ok" button.

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**.



The form shows "Parent/Guardian Name: Ed Sullivan". Under the "Demographics" section, it asks to "Enter the Parent or Legal Guardian you wish to enter. Please review and complete the following:". A red box highlights the input fields: First Name (Ed), Middle Name, Last Name (Sullivan), Suffix, Date of Birth (11/11/1981), Gender (Male), and a dropdown for "Indicate Parent / Legal Guardian's Military status, if any:". Below this, there is a checkbox "I am registering myself as an emancipated or unaccompanied minor" and another checkbox "Please check this box if this person lives at the address listed below." which is checked. A red arrow points to this checked checkbox. The address listed is "440 N Broad St, Philadelphia, PA 19130". At the bottom left is a "Next >" button. Below the form is a "Contact Information" section with "Cancel" and "Save/Continue" buttons.

If a parent/guardian is entered who does not live at the address listed, uncheck the box.



A close-up of the checkbox area. The checkbox "Please check this box if this person lives at the address listed below." is now unchecked. A red arrow points to the unchecked checkbox. A red box with the text "Box not checked" is overlaid on the image. Below it is another checkbox "I will not provide an address for this parent." which is also unchecked.

You will then have the chance to add an address for this parent/guardian, which is designated as a Secondary Household (See top of next page).

Please enter the parent/guardian's address below, if different from the student's home address. As you fill in the address, the system will automatically display a list of valid addresses below, from which you will need to select the correct address. Please be advised that entering an address which does not appear on the list below will cause delays in the processing of your application. If your address does not appear in the list, please contact the District's Office of Enrollment and Student Placement at OSEP@philasd.org.

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

City * State Zip * Ext. County

Phone Number () -

NOTE: Entering an address which does not appear on the list below will cause delays in the processing of your application. If your address does not appear on the list, please contact the District's Office of Student Enrollment and Placement at OSEP@philasd.org.

- 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. Enter the parent/guardian's *Preferred Contact Language*. Click **Save/Continue**.

Enter the contact information and check the boxes for how you would prefer to receive different types of communication from the District.

Cell Phone ☐ Work Phone ☐ Other Phone ☐ Email ☐ **or** Has no e-mail ☐ Secondary Email ☐ Preferred Contact Language

Contact Preferences

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

- 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/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed
Ed	Sullivan	M	✓

Please list all primary Parent or Legal Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

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

- Enter the appropriate information for your child's emergency contact.

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

Contact Name: Lawrence Welk

▼ 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: Lawrence
 Middle Name:
 Last Name: Welk
 Suffix:
 Gender: Male

Next >

- Enter the person's contact information. Click **Save/Continue**.

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

Contact Name: Lawrence Welk

► Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone: (215) 555-5555
 Cell Phone: () -
 Work Phone: () - x
 Email: lwelk@email.com

◀ Previous

Delete Cancel **Save/Continue**

- If all required information has been entered, there will be a green check in the *Completed* column next to the emergency contact's name. If the row appears highlighted in yellow, that means some required information is missing. Click on the name to edit. To add another emergency contact, click *Add New Emergency Contact*, and repeat the preceding steps. When all the Emergency Contacts included in your application appear with a green check box, click **Save/Continue**.

✓ Student(s) Primary Household

✓ Parent/Guardian

▼ Emergency Contact

⌂ Student

Completed

Emergency Contact

First Name	Last Name	Gender	Completed	
Geezer	Butler	M	✓	<button>Edit/Review</button>

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

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

BackSave/Continue

Adding Student Information

In this section, you will be able to add important information for the student you are registering.

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

Student

First Name	Last Name	Gender	School	Completed
WARNING! <u>The Online Registration Tool can only process One (1) student per application.</u> <u>Applications submitted with more than One (1) student in this section will be DENIED.</u> <u>Please list all other school-age children within the 'School-Age Sibling' section on the next page.</u> <u>If you wish to register any additional students for this school year, please complete this application and submit a new application for each additional student.</u> <u>After you have finished uploading your student's documents, you will return to this screen. Click 'Save and Continue' to complete the application.</u> Yellow - Indicates that person is missing required information. Select the highlighted row to continue. ✓ - Indicates that person is completed.				
Add New Student Back				

2. Read the information about school catchments on the next screen.

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 box marked "last name." Students who wish to identify using a different preferred name or gender from what is on their birth certificate can communicate their preference to the Office of Student Rights and Responsibilities after registering with their legal information. The form to request a preferred name or gender update is linked [here](#).

The student's neighborhood school will automatically be determined based on the student's home address.

Notes: If no neighborhood school is found for your student, please complete the application as normal. Someone from the Office of Student Enrollment and Placement will reach out to you about your student's school assignment.

If you live within the boundaries of the Kensington Complex, you will be contacted by a member of the school team to discuss all placement options in the Kensington High Schools.

Please be Advised that some schools in our district have overlapping catchment areas for some grades. In these cases, the online registration system may assign your student to the incorrect school. If this occurs for your student, the Office of Student Enrollment and Placement will ensure that your application is given to the appropriate school. Once assigned, you will be contacted by the correct neighborhood school regarding next steps to complete registration. Please see the below table for details on the schools this will affect:

ES Name	ES Grades	MS Name	MS Grades	Overlapping Grades
Jenks, Abram	K-5	Fell, D Neulin	K-8	K-5
Palmer, Thomas M	K-6	Rhodes, E Washington	K-8	K-6
Wright, Richard	K-5	Rhodes, E Washington	K-8	K-5
Emilen, Eleanor C	K-5	Roosevelt, Theodore	K-8	K-5
Logan, James	K-5	Roosevelt, Theodore	K-8	K-5
Kelly, John B	K-5	Roosevelt, Theodore	K-8	K-5
Key, Francis Scott	K-6	Southwark	K-8	K-6
Catharine, Joseph	K-5	Tilden, William	5-8	5
Morton, Thomas G	K-5	Tilden, William	5-8	5
Forrest, Edwin	K-5	Northeast Community Propel	K-7	K-5
Brown, Joseph H	K-7	Northeast Community Propel	K-7	K-7
Mayfair	K-8	Northeast Community Propel	K-7	K-7

3. Enter all required student information as well as any other information in the relevant fields. The system will list the catchment school where your application will be submitted on this screen, based on the address you provided and the grade level indicated in this section. Click **Next**.

Legal First Name: Barbara
 Legal Middle Name:
 Legal Last Name: Walters
 Suffix:
 Gender: Female
 Date of Birth: 08/11/2015
 Date Entered U.S.:
 Country of Birth:
 Enrollment Grade: Kindergarten

Assigned school is: Waring, Laura W. ES

Next >

4. Enter your child's Race/Ethnicity information. Select *Yes* or *No* from the drop down menu, indicating whether or not your student is Hispanic/Latino. Then, check any and all of the checkboxes which apply. **If you selected No from the drop down, you must check at least one option from the list.**

Race Ethnicity

Is Hispanic/Latino: Yes

Please check all that apply.
 If not Hispanic, at least one is required.

☐ American Indian or Alaska Native
☒ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White

Previous Next >

5. Indicate your housing status by clicking the appropriate checkbox. Click **Next**.

Housing

Please indicate if your living situation falls into any of the following categories.

Certain categories may provide rights and services under the McKinney-Vento law. If eligible, you will be contacted by a member from the Education for Children and Youth Experiencing Homelessness program.

Please check all that apply.

☐ Rent
☒ Own
☐ Living with Family/Others
☐ Living with Family or Others Due to Hardship
☐ Child in the custody of a child welfare agency
☐ Living in Motel / Hotel Due to Hardship
☐ Living in shelter or transitional housing
☐ Child NOT living with their parent or legal guardian (known as unaccompanied youth)
☐ Other Homeless Situation

Previous Next >

6. Indicate the relationship each parent/guardian has to the student by selecting the appropriate option from the *Relationship* drop down menu. Check the boxes under Guardian, Mailing, Portal and Messenger. Then, assign a number in the *Emergency Contact Order* drop down menu. This number is the order in which school staff will contact people in the event of an emergency.

Relationships - Parent/Guardians

For each person listed, enter their relationship to the student.

The check box under Guardian must be selected for at least one Person.

The Emergency Contact order must also be entered for each person listed. This will provide the school, the priority order for contacting listed persons in the event of an emergency.

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Emergency Contact Order*	☐	No Relationship
Ed Sullivan	Relationship* Father Mother Aunt/Uncle Cousin Family Friend Foster Parent Grandparent Guardian	☒	☒	☒	☒	☐	1	☒	☐

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will allow the parent or legal guardian to create and access their Parent Portal account.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system pertaining to this student.

Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person.

Emergency Contact Order - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parents or Legal Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student.

Previous Next

NOTE: If one of the parents/guardians who appears in this section lives at a different address than the address identified as the primary residence, check the box under *Secondary Household*.

7. Indicate the relationship each emergency contact has to the student by selecting the appropriate option from the *Relationship* dropdown, then assign a priority number from the *Emergency Contact Order* dropdown. Click **Next**.

Relationships - Emergency Contacts

For each person listed, enter their relationship to the student.

The Emergency Contact order must also be entered for each person listed. This will provide the school, the priority order for contacting listed persons in the event of an emergency.

Name	Relationship*	Emergency Contact Order*	☐	No Relationship
Lawrence Welk	Family Friend	2	☒	☐

Description of Contact Preferences

Emergency Contact Order - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parents or Legal Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student.

Previous Next

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

▼ Student Services and Enrollment History

Has your student ever received Special Education Services in PA or another state? ▼

If yes, what state did your student receive Special Education services in? ▼

Does your student have a current IEP? ▼

Does your student have a current evaluation report? ▼

Current Evaluation Report Date:

Was your student ever enrolled in an Early Intervention Program? ▼

Does your student have a current 504 plan? ▼

Has your student previously received gifted or talented services? ▼

Did your student attend Pre-Kindergarten? ▼

Did your student attend Kindergarten? ▼

Type of School last attended: ▼

Name of School last attended:

City of School last attended:

◀ Previous **Next ▶**

9. Enter your child's medical information. Continue by scrolling down.

▼ Medical Information

Please provide the following Medical Information for your student.

Name of Child's Doctor/Clinic:

Doctor/Clinic Phone Number:

Medical Insurance:

Insurance Company Name:

Insurance Policy Number:

Does your child wear glasses?

Does your child wear a hearing aid?

Does your child have Seizures?

Does your child have Diabetes?

Does your child have Asthma?

Has your child been diagnosed with ADHD?

Does your child have any allergies?

Please list any Other Health Problems:

Do you give permission to the school nurse to give your child Acetaminophen (Tylenol)?

Do you give permission to the school nurse to give your child Ibuprofen (Advil, Motrin)?

10. Indicate whether or not your student takes medication. If you select *No* from the drop down menu, proceed to the next statement. If you select *Yes* from the drop down menu, fields will appear where you will be able to enter medications that your child takes.

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 on this screen. If you need to tell the nurse about additional medications, please reach out to the school to communicate that information after your student has been enrolled in the school.

11. Review the statements which follow. The first statement discusses permission for the administration of emergency medical treatment, as well as medications by the school nurse. It also authorizes communication between the school nurse and your child's healthcare provider. The second statement discusses permission for the use of sunscreen. Type your name into the appropriate Authorization Signature boxes. Then, click **Next**.

Your signature gives permission for emergency treatment; as well as for SDP School Nurses to administer the medications you indicated on this screen, during school hours, on field trips and after school activities. This will also authorize the school nurse to communicate with your child's health care provider and your health care provider to reply as needed regarding your child's care.

Emergency Treatment Authorization Signature: Ed Sullivan 

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration. 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 must complete the attestations below.

- By signing below, you confirm that you understand that the school is not responsible for ensuring that the sunscreen is applied by the student.
- By signing below, you confirm that the student has demonstrated that they are able to self-apply the sunscreen.

Sunscreen Authorization Signature: Ed Sullivan 

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.

If the school cancels or restricts the possession, application, or use of a non-aerosol topical sunscreen product by a student, the school shall provide written notice of the cancellation or restriction to the student's parent/guardian.

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

Language Information

Please provide the following information regarding the language(s) your student speaks. This will assist the District in determining if your student should be evaluated to receive English as a Second Language services.

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 student 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 student 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/ELL) services? **No** ▼ *

◀ Previous Next ▶

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

NOTE: This is especially important IF you are enrolling a child who is a sibling of a currently enrolled student.

School Age Siblings in Same Household

Does the Student have any school age siblings who are currently living at the address provided? **No** ▼ *

◀ Previous Next ▶

14. The Parental Registration Statement section asks questions about your child's disciplinary history. Responses to these questions are required. Then, enter your name to swear or affirm that the information you have provided is correct to the best of your knowledge. Click **Next**.

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 or private school of this Commonwealth or any other state for an action 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. **Ed Sullivan** ▼ *

◀ Previous Next ▶

15. Review the Release of Directory Information statement, then indicate whether or not you want to allow the District to release your child's information by selecting **Yes** or **No** from the drop down menu. If you select **Yes**, more options appear for you to select from. Once your selections have been made, enter your name in the Signature Authorization box. Click **Next**.

Release of Directory Information (FERPA).

The School District of Philadelphia may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary.

Directory information includes the following:

- Schools attended
- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communication in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

For more information on what qualifies as Directory Information, please [click here to review the School District's FERPA Notice for Directory Information](#).

The primary purpose of directory information is to allow The School District of Philadelphia to include this type of information from your child's education records in certain school publications, including: a playbill, showing your student's role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation program; and sports activity sheets, such as for basketball, showing weight and height for team members.

This information may also be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to: scholarship providers, trade/technical schools, and potential employers. In recognition of a family's right to privacy, it is the policy of The School District of Philadelphia that directory information will not be provided to commercial enterprises.

Parents or eligible students (18 years old or above) have the right to have directory information withheld upon written request.

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. This includes 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 (11th and 12th grade 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. [Please click here to view the District's PPRA notice.](#)

For more information on student rights under FERPA, please review the Notification of Rights under the FERPA for Elementary and Secondary Schools by [clicking here](#).

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

Ed Sullivan

Previous
Next

16. The next step is to upload documentation to validate the date of birth of your child, proof of address, and demonstrate up-to-date immunizations in line with District standards for your child's age group. Review the detailed instructions that display on this part of the application.

NOTE: When uploading proof of residency, include documentation for where your child lives.

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:

17. Click the appropriate blue button to upload documents.

- [Click here for a video on how to upload using an iPhone.](#)
- [Click here for a video on how to upload using an Android phone.](#)

*

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

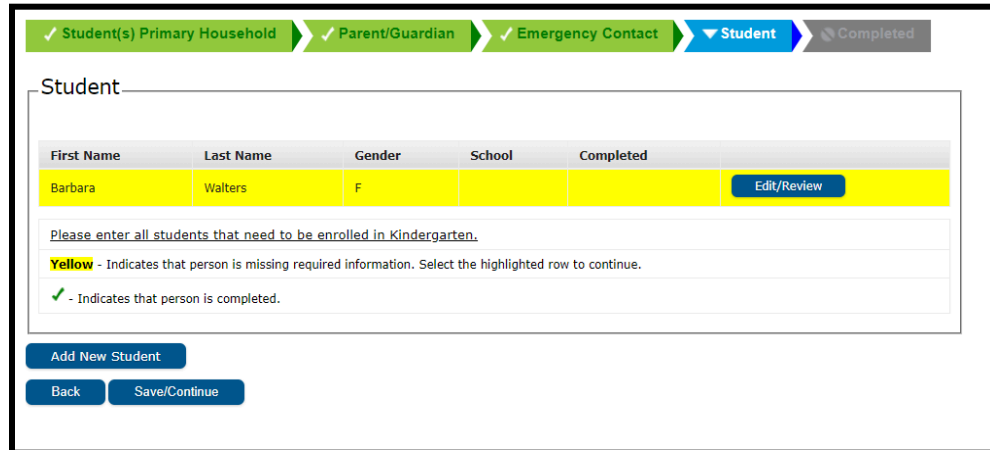
*Optional

Upload Student Special Ed / IEP Documentation

◀ Previous

DeleteCancelSave/Continue

18. If any information is missing, your child's name will appear highlighted in yellow. You can go back and enter the missing information by clicking **Edit/Review**. The birth date was missing in the example below.



Progress bar: ✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > ▼ Student > Completed

Student

First Name	Last Name	Gender	School	Completed	
Barbara	Walters	F			Edit/Review

Please enter all students that need to be enrolled in Kindergarten.

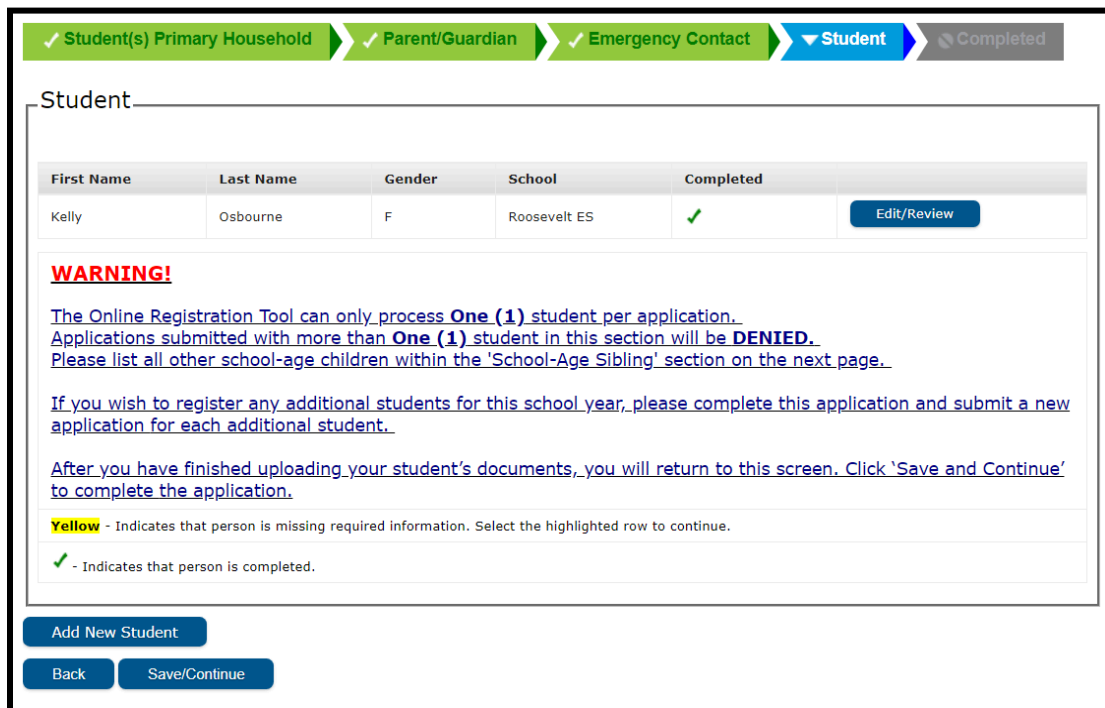
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Student](#)

[Back](#) [Save/Continue](#)

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



Progress bar: ✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > ▼ Student > Completed

Student

First Name	Last Name	Gender	School	Completed	
Kelly	Osbourne	F	Roosevelt ES	✓	Edit/Review

WARNING!

[The Online Registration Tool can only process One \(1\) student per application.](#)
[Applications submitted with more than One \(1\) student in this section will be DENIED.](#)
[Please list all other school-age children within the 'School-Age Sibling' section on the next page.](#)

[If you wish to register any additional students for this school year, please complete this application and submit a new application for each additional student.](#)

[After you have finished uploading your student's documents, 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.

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

Infinite Campus Online Registration

Application Number 73033

* Indicates a required field

✓ 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](#)

20. A warning popup will appear informing you that you will not be able to modify your application once you submit. Click **Confirm** if you are ready to submit. If you need to change something or want to review your application, click **Cancel**.

Warning

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 unsubmitted it for you.

Confirm Cancel

21. 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

Application Number 97

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 should be contacted by someone from the school to discuss the issue. In order to move forward with completing the application, you will need to provide updated or corrected documentation. As a part of the process, the entire application will be “unsubmitted.” **An unsubmitted application will still contain all of the information you originally entered. You will not need to start the process from a “blank” application.***

When an application is unsubmitted, you will receive an email from the school informing you that either:

- *Your uploaded residency documents are not acceptable*
- *Your uploaded Proof of Age document is not acceptable*
- *Your student will not be five years of age on or before 9/1/2022 (kindergarten only).*
- *Your student’s immunizations are incomplete*

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

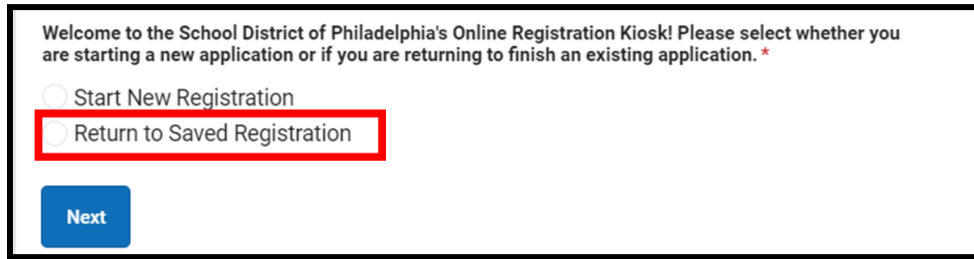
1. To return to your application, access the Online Registration tool via the Office of Student Enrollment and Placement’s website (philasd.org/studentplacement). Scroll to the bottom of the screen to view the Registration and Placement Options section. Click on the link labeled *Registration*.



2. Find and click this icon:



3. 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. *

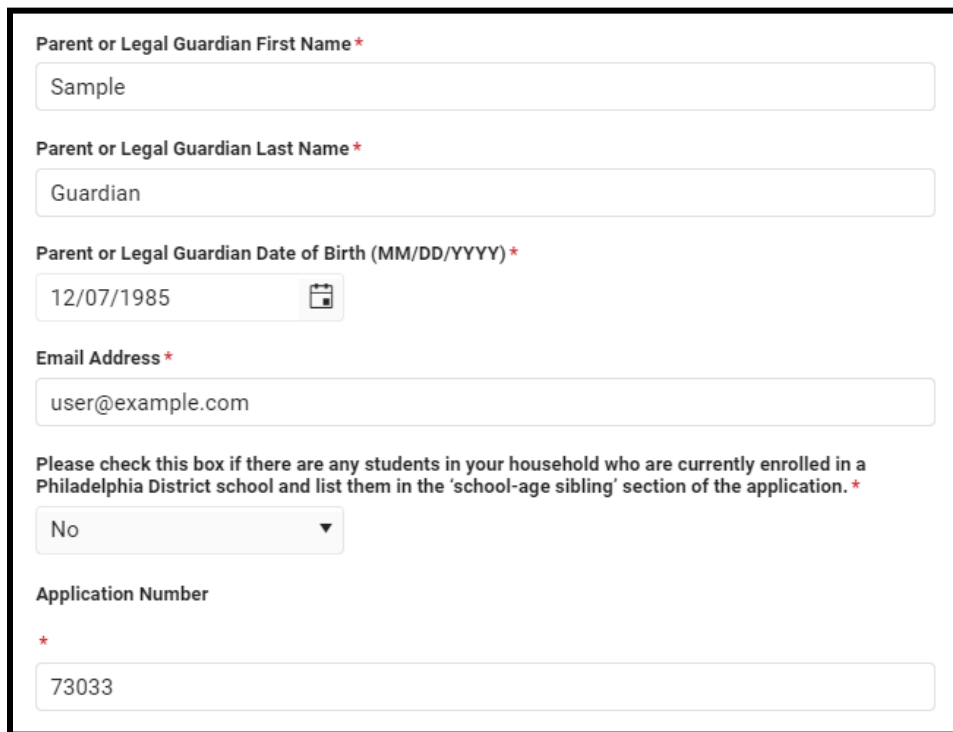
☐ Start New Registration

☒ Return to Saved Registration

Next

4. Review the guidelines that appear at the top of the screen. To access your saved registration, you will need to enter the following information for the person who originally submitted the application:

- First and last name
- Birth Date
- Email Address
- Sibling Response Question (Yes/No)
- Application Number



Parent or Legal Guardian First Name *

Sample

Parent or Legal Guardian Last Name *

Guardian

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

12/07/1985

Email Address *

user@example.com

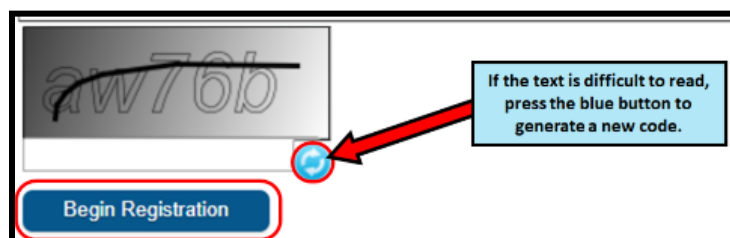
Please check this box if there are any students in your household who are currently enrolled in a Philadelphia District school and list them in the 'school-age sibling' section of the application. *

No

Application Number

73033

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.



aw76b

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

Begin Registration