



School District of Philadelphia: Enrollment Guidelines

Overview:

When a pupil applies for admission to any school, it is the responsibility of the school to complete enrollment if he/she resides within the catchment area, or immediately secure accurate information as to where the pupil should apply. All enrollments in SIS for students in city-wide schools, criteria-based schools, and in schools outside of the student's catchment area must be made by the Office of Student Enrollment and Placement. Enrollment documents will be collected and reviewed at the school.

Procedures:

A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the school district's receipt of the required documentation. 22 Pa. Code §11.11(b).

Requested Information:

As a part of the District's efforts to maintain a safe environment for students, schools may request the following:

- A copy of the parent/guardian's picture identification can be requested **but is not required** for registration. Once provided, a copy of the photo ID will be kept on file for the purposes of verifying the identification of persons who are authorized to escort the child to and from the school.
- In addition, the school **may ask** for health or physical examination records, academic records, attendance records, Individualized Education Program, and other special education records so that the student can be placed in the appropriate grade level/classroom with the appropriate level of support.

Please note: Although schools may ask for any of this information, they may not require it as a condition of enrolling or admitting a child and they may not delay a child's enrollment or attendance until these documents are provided. The school may follow up with the parent/guardian for this information after the child has been enrolled in the school.

Required Documentation:

1. Proof of child's age (One of the following is required)

Acceptable documentation includes (the following are examples and not a conclusive list):

- 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 Record***

Exemption from Immunization

1. ***Medical exemption.*** Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this subchapter. Families must submit a completed [exemption form](#) to the school nurse.
2. ***Religious exemption.*** Children need not 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.

Please note: If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and keeping up with the timeline of the series (e.g. student just got shot one and he/she will get shot two in thirty days from shot one). Please click [here](#) to view the immunization requirements for school entry.

3. ***Proof of Address***

In order to establish school district residency, parents/guardians will need to provide a Deed, Mortgage statement, or a complete and fully executed current lease and one **other form of approved residency documentation.**

If a Deed, Mortgage statement or a complete and fully executed current lease cannot be provided, parents/guardians must provide three (3) forms of approved residency documentation. The district may complete a home visit to verify residency. If a home visit is completed this visit may qualify as one (1) proof of residency.

Approved residency documentation includes:

HUD Settlement Sheet	Renters/Owners Insurance
Current Utility Bill - Electric/Water/Sewer/Gas/Oil/Cable/Internet	Recent Employer Pay Stub showing current address
Home or Cell Phone Bill	Letter from Social Security / Public Assistance Office
IRS Statement or Other Wage and Tax Statements e.g., W2, 1040, 1099	Current Credit Card Bill



Current Vehicle Registration	Recent Bank Statement with Current Address
------------------------------	--

*** Information should be dated within the last **ninety (90)** days.

It should be noted that the District may contact the landlord of any lease for verification or clarification if needed.

The following documents **may not** be accepted to prove residency:

Outdated Bills or Statements	Driver's License or Change of Address Card
Voter Registration Card	Library Card
Membership Identification Cards	Mail Addressed to a Previous Address
Letters from Friends or Family Claiming your Address	General Advertising Mail
Unverifiable Online Statements	Documents that do not clearly show your current address and full legal name.

- 4. Parent Registration Statement (Included in the EH-40 Student Registration Form provided by the school):** A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13- 1304-A. A school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement.
- 5. Home Language Survey (Included in the EH-40 Student Registration Form provided by the school):** All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.