

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 200

SECTION: 200 Pupils/Students

TITLE: Enrollment of Students

ADOPTED: December 15, 2016

REVISED: January 30, 2025

200. ENROLLMENT OF STUDENTS

Authority

The Board of Education (“Board”) shall enroll school age students eligible to attend District schools, in accordance with applicable laws and regulations, Board policy and administrative procedures.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

School age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student exceeds the age of eligibility as defined by the Pennsylvania Department of Education, whichever occurs first.[\[1\]\[6\]](#)

Mandatory Procedures

School age resident students and eligible nonresident students are entitled to attend District schools.[\[1\]\[2\]\[3\]\[7\]](#)

Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend District schools, in accordance with Board policy.[\[8\]](#)

The District cannot enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[\[1\]\[2\]\[3\]\[9\]\[10\]\[11\]\[12\]](#)

The District shall administer a home language survey to all students enrolling in District schools for the first time.[\[3\]\[13\]](#)

The District shall normally enroll a school age, eligible student by the next business day, but no later than five (5) business days after application.[\[3\]](#)

The District shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.[\[14\]\[16\]](#)

The District shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the District's enrollment policy by publishing such policy in the student handbook, parent newsletters, District website and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative procedures for the enrollment of eligible students in District schools.

Legal References:

1. [24 P.S. 1301](#)
2. [24 P.S. 1302](#)
3. [22 PA Code 11.11](#)
4. [22 PA Code 11.41](#)
5. 24 P.S. 1331.1
6. [22 PA Code 11.12](#)
7. [22 PA Code 12.1](#)
8. Pol. 202
9. [24 P.S. 1303a](#)
10. [24 P.S. 1304-A](#)
11. Pol. 203
12. Pol. 216.1
13. Pol. 138
14. Pol. 251
15. Pol. 201
16. [14. 24 P.S. 1306](#)