

SIS: 家长线上注册步骤说明

目录

开始注册之前: OLR(线上注册)是否适合您?	1
导航	2
创建新的线上注册报名	3
添加常住家庭信息	6
添加家长和监护人	7
添加紧急联系人	9
添加学生信息	10
返回已有申请	23

开始注册之前: OLR (线上注册) 是否适合您?

家长或法定监护人可以通过使用线上注册工具提交申请和文件, 为 K-12 年级学生注册入学当前学年及下一学年。

无论您是否是新入学费城学区 (SDP), 第一次为您的孩子注册, 或为您的孩子注册入学幼儿园 (kindergarten), 您都需要从这里开始办理。

让我们一起来了解一些澄清问题, 确定是否适合通过线上注册为您的孩子注册入学。

您的孩子是否. . .

. . . 从学前班 (pre-kindergarten) 升入幼儿园 (kindergarten)?	. . . 正在申请邻近学校以外的学校?
. . . 是当前没有在一所费城学区学校入读的新入学或重返学区的 K-12 年级学生?	. . . 正在申请一所特许学校?
	. . . 当前在一所 SDP 学校就读?
是! 继续进行线上注册	否。请查看以下说明, 了解详细信息。

如果线上注册不适合您:

¹ 请访问 [学生注册&安置 \(Student Enrollment & Placement\)](#) 网站, 了解更多信息或了解有关申请邻近学校以外学校的信息。

² 请访问[特许学校办公室](#) 主页了解更多有关特许学校申请的信息。

³ 联系您的邻近学校, 更新您的人口和家庭信息。

在线上为您的孩子注册包括四个特殊部分, 需要大约 45 分钟完成。这个过程中需要上传文件。

导航

1. 家长和监护人可以通过访问学生注册与安置办公室网站 (philasd.org/studentplacement) 使用线上注册工具。点击写着 “*New Student Registration* (新生注册)” 的蓝色按钮。

OFFICE OF
Student Enrollment & Placement

440 N. Broad Street

215-400-4290 Suite: 111, 1st Floor

Home Enroll & Register School Selection Process Renaissance Charter Contact

Student Enrollment & Placement

The Office of Student Enrollment and Placement supports K-12 children and families in accessing the District's educational programs and services.

YOU ARE HERE > Student Enrollment & Placement > Student Enrollment & Placement

About →

New Student Registration →

Kindergarten Registration →

School Selection →

Renaissance Charter Schools →

About Student Enrollment and Placement

The School District of Philadelphia has a clear vision; for all children to have access to a great school close to where they live. The mission of the Office of Student Enrollment and Placement is to support K-12 children and families in enrollment, registration, and school placement. Our goal is to ensure equitable access for all students across our K-12 schools.

2. 新生注册 (*New Student Registration*) 页面包括多种资源，供准备为其学生注册下一学年的家长和监护人使用，其中包括所需文件的说明以及如何在线上为您的孩子注册的说明指南。请浏览这些材料。如开始为您的孩子进行线上注册，请点绿色的线上注册 Online Registration (ORL) 链接：

About →

New Student Registration →

Kindergarten Registration →

School Selection →

Renaissance Charter Schools →

Resources & FAQs →

Contact Us →

New Student Registration

Registration is for students of all grades (K-12) entering the District for the first time and/or are coming to the District from a different school district.

The School District of Philadelphia offers two ways to register their children in school:

- **Option 1:**
Register using the **Online Registration (ORL)**. The ORL allows families to complete the enrollment process online, from wherever they have access to the internet. Before starting this process, we encourage families to follow all instructions (see below!) carefully and have all of the proper documents in electronic format.
- **Option 2:**
Register using the **paper application at the school** connecting to the home address (their "catchment" school). Families are encouraged to first, contact their catchment school to see if an appointment is necessary. You must bring the required enrollment documents when registering your child in-person (see Step 2 below: proof of child's age, immunization record, and two proofs of address).

创建新的线上注册报名

1. 将加载 [线上注册欢迎页面](#)。在页面顶部，点击您首选的语言，以获取翻译版本的申请。默认语言为英语。



2. 开始一份新的申请，请点击写着 *Start New Registration* (开始一个新申请) 选项左侧的按钮，以选择该选项。接着，点击 *Next* (下一步)。(有关编辑已有申请的说明，请见 [返回已有申请](#))。

First, please use the menu below to 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. 选择您希望注册的学年。然后，点击 *Next* (下一步)。

Please indicate below the school year you would like to register for:

- Current School Year: September 2023 to June 2024 ("23-24")
- Next School Year: August 2024 to June 2025 ("24-25")

*

23-24

24-25

Next

4. 查看此页面中有关所需文件以及保存您的验证信息以便之后返回您的申请的说明。确保您能够把所需文件附在您的线上申请中。接着，向下滚动页面，开始输入家长或法定监护人的信息，以开始您的申请。

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

Please be advised that the Online Registration system requires that you have the ability to upload the following items. You can begin the online registration process and save a partial application. However, you will not be able to complete the application if you do not have the ability to upload all of the required documents:

- Proof of your child's age
- Two (2) documents showing proof of your address.
- Immunization records ("shots")

If you cannot complete the entire application at this time, the following information will be required to re-access this application:

- Parent or Legal Guardian First and Last Name
- Parent or Legal Guardian Date of Birth
- Application Number (provided after you click the "Begin Registration" button)

5. 输入您的名和姓，您的出生日期和您的电子邮箱地址。输入您的电子邮箱地址以获取有关您申请状态的重要更新。使用下拉菜单，通过选择 Yes（是）或 No（否）来表明您家中是否有任何学生当前在学区学校就读。

Please enter your information below to begin your registration or complete an existing registration:


Note: The below information should be filled out by the parent or legal guardian.

23-24

Parent or Legal Guardian First Name *

Parent or Legal Guardian Last Name *

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


Parent or Legal Guardian Email Address

Does your child have siblings currently enrolled at SDP?
Please select 'Yes' in the dropdown if there are any students in your household who are currently enrolled in a Philadelphia District school. They will need to be listed in the 'School-Age Sibling' section of the application.
If there are no siblings, please select 'No'.

*

6. 找到页面底部的验证码，在图片下方的方框内输入字母和数字的组合顺序。点击 *Begin Registration* (开始注册)。

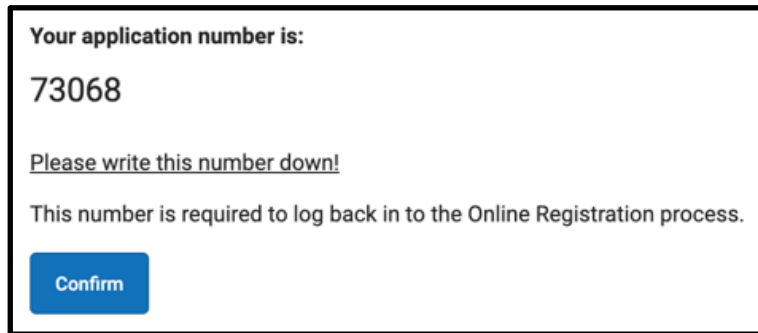
Please type the letters you see displayed in the image below.
The entry is case sensitive.



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

Begin Registration

7. 将显示您的申请编号。请写下这个编号，因为如果您出于任何原因需要退出此程序，您需要此编号以重新访问线上注册系统。点击 *Confirm* (确认)。



Your application number is:
73068

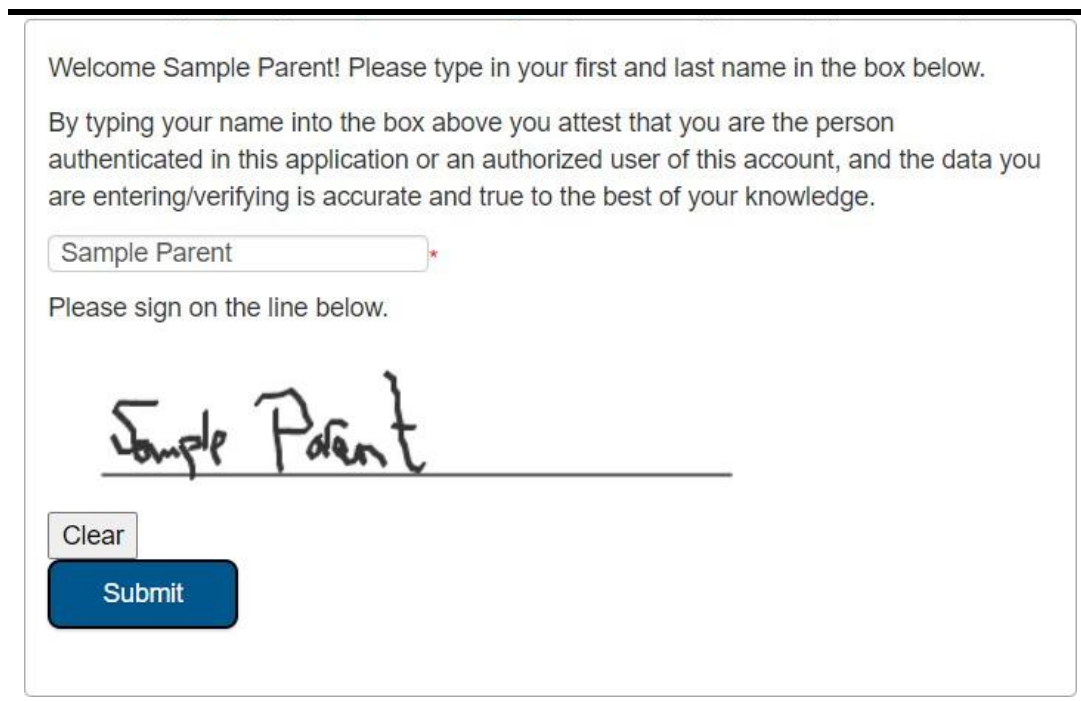
Please write this number down!

This number is required to log back in to the Online Registration process.

Confirm

请注意： 申请编号用于追踪整个学区的线上申请，并不反映某所学校的线上申请人数。您将需要这个编号，以便在之后返回您的申请。

8. 将出现一个新的窗口，请您确认您是在前一个页面中所输入的家长/监护人，或您是这个账户的授权用户，并确认您所提供的数据就您所知是准确且真实的。提供您的电子签名。在文本输入框输入您的姓名，并在下方的横线上使用鼠标创建电子签名。接着，点击 *Submit* (提交)。



Welcome Sample Parent! 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 Parent *

Please sign on the line below.

Sample Parent

Clear

Submit

9. 申请将打开，从 *学生常住家庭 Student (s) Primary Household* 标签开始。

添加常住家庭信息

“常住家庭 (Primary Household)” 一词指的是您孩子大部分时间居住的地址。在这个部分，您将提供有关您孩子在大部分时间所居住地址的信息。如果您的孩子也在另一个住址居住部分时间，您将有机会在此申请中的家长/监护人部分提供该信息。

1. 输入您孩子常住家庭的指定电话号码。学生只能有一个常住家庭，但可以有多个非常住家庭。如需要，您可以在稍后输入非常住家庭的信息。在输入电话号码后，您可以为该号码设置您的联系偏好，以设定您将如何接收来自学区的信息。如果您希望接收短信，请选中短信 (SMS) 复选框。请勿勾选 Private (私密) 复选框。点击 *Next* (下一步)。

Primary Home Phone

Primary Home Phone
(111) 111-1111 *

Voice Emergency High Priority Attendance Behavior General Teacher Private

Text(SMS)

Contact Preferences

Emergency: Check this box to receive emergency messages at this contact.
High Priority: Check this box to receive High Priority Notifications at this contact.
Attendance: Check this box to receive attendance messages at this contact.
Behavior: Check this box to receive behavior messages at this contact.
General: Check this box to receive general school messages (from the district) at this contact.
Teacher: Check this box to receive grade and assignment messages from teachers at this contact.
Private: Check this box to mark this number as private. **WARNING:** Checking this box will prevent you from receiving any messages at this contact, including emergency messages.

Next >

2. 输入 *House Number* (门牌号) 以确定家庭住址。如适用，请从下拉菜单中选择 *Direction* (方位)，即 North (北方)、Northwest (西北方)、South (南方)、Southwest (西南方) 等。输入 *Street* (街道)。请勿在写着 *Tag* (标签) 的区域中输入任何内容。如果系统中包含您的住址，则将以绿框显示。点击您的住址，其余字段将自动填充。点击 “*Save/Continue*” (保存/继续)。

Home Address

Please enter the student's home address below.

As you fill in the address, the system will automatically populate a list of valid addresses. Please select the correct address from this list.

If the address does not appear in the list, email the Office of Student Enrollment and Placement at osep@philasd.org. Please title the email "OLR: Missing Address" and include the primary home address and application number. In three (3) business days, we will notify you when the address is added to our system. You may then continue the registration process.

For example, 440 N Broad St, Philadelphia, PA 19130 would be entered as:
House Number: 440
Direction: N
Street: Broad
Tag: St
 etc.

House Number: 440 * Direction: N Street: Broad * Tag (St., Blvd., etc.): Apartment:

City: * State: * Zip: * Ext.: County:

Clear Address Fields

Click on your address if it appears in the box.

440 N Broad St, Philadelphia, PA 19130 4015 Philadelphia
 4401 N Broad St, Philadelphia, PA 19140 1932 Philadelphia
 440A N Broad St Apt. A, Clayton, NJ 08312 1102 Gloucester

You must select an address from the list above.

Your address as entered above:
440 N Broad

Previous

添加家长和监护人

在这个部分您将提供此学生的家长/监护人的人口统计和联系信息。申请中可包含多个家长/监护人，但必须单独添加每一个家长/监护人。在添加其他家长/监护人之前，将提示您提供用于创建申请账号的家长/监护人的信息。

1. 将出现一个弹窗，提示您输入家长/监护人信息。点击 “OK”（确定）。

2. 输入您孩子的每位家长/监护人的相应信息。如果家长/监护人居住在学生的常住家庭住址，请确保勾选该住址上方的复选框。点击 “Next”（下一步）。

请注意： 如果输入的一名家长/监护人不住在所列出的地址，请取消勾选复选框。这之后您将有机会为该家长/监护人添加一个地址，该地址将被归为非常住家庭。

- 输入家长/监护人的联系信息。勾选屏幕右侧的相应方框，表明您的 *Contact Preferences* (联系方式偏好)。阅读每个偏好选项的说明。**请勿勾选“Private” (私密) 复选框下的方框。** 请注意，该页面需输入至少一个电话号码。如果您希望接收短信，请选中短信 (SMS) 复选框。输入家长/监护人的 *Preferred Contact Language* (首选联系语言)。点击 **“Save/Continue” (保**

Parent/Legal Guardian Contact Information

Note: At least **one** phone number is required.*

Enter the parent/legal guardian's contact information and check the boxes for your preferred type(s) of communication from the District.

Primary Phone: * (111) 111 - 1111

Work Phone: () - x

Other Phone: () - x

Email: * parent@email.com

or

Has No Email:

Secondary Email:

Preferred Contact Language: *

	Emergency	High Priority	Attendance Behavior	General Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Description of Contact Preferences

Emergency: Check this box to receive emergency notifications at this contact.

High Priority: Check this box to receive high priority notifications at this contact.

Attendance: Check this box to receive attendance notifications at this contact.

Behavior: Check this box to receive behavior messages at this contact.

General: Check this box to receive general school notifications from the District at this contact.

Teacher: Check this box to receive grade and assignment notifications from teachers at this contact.

Private: Check this box to mark this number as private.

WARNING: Checking this box will prevent you from receiving any notifications at this contact, including emergency notifications.

Previous

Cancel Save/Continue

- 如果已输入所有必填信息，家长/监护人姓名旁的 **“Completed (已完成)”** 一栏中会出现一个绿色的勾。如果该行以黄色高光标出，则意味着某些必填信息缺失。点击姓名以进行编辑。如需在系统中添加其他家长或监护人，请点击 **“Add New Parent/Guardian” (添加新的家长/监护人)**，并重复上述步骤。在申请中包含的所有家长/监护人旁都显示绿色勾时，请点击 **“Save/Continue” (保存/继续)**。

Student(s) Primary Household Parent/Legal Guardian Emergency Contact Student Completed

Parent/Legal Guardian

Estimated Completion Time: 5 Minutes

First Name	Last Name	Gender	Completed
Sample	Parent	F	✓

Please list all primary parents or legal guardians in this area.

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

✓ - Indicates that person is completed.

Add New Parent/Legal Guardian

Back Save/Continue

添加紧急联系人

EmergencyContact (紧急联系人) 是指学校在紧急情况下无法与家长/监护人取得联系时应联系的人员。填写此部分时, 您无需重新输入已在之前页面内输入的任何家长或监护人信息。就紧急情况下的联系优先级而言, 这些联系人都排在家长/监护人之后。必须确定至少一名紧急联系人, 申请最多可以包括四位紧急联系人。

1. 将加载 *Emergency Contact* (紧急联系人) 页面。点击 **Add New Emergency Contact** (添加新的紧急联系人)。此时将弹出一个窗口, 提示您将输入紧急联系人信息。点击 “OK” (确定)。

2. 输入您孩子紧急联系人的相应信息。

3. 输入该人员的联系信息。需要输入至少一个电话号码。点击 **“Save/Continue”** (保存/继续)

✓ Student(s) Primary Household → ✓ Parent/Legal Guardian → **Emergency Contact** → Student → Completed

Contact Name: Sample Contact

Demographics

Emergency Contact Information

Enter the following information for this emergency contact.

Note: At least **one** phone number is required.*

Home Phone: (444) 444 - 4444

Cell Phone: () -

Work Phone: () - x

Email:

← Previous

Cancel **Save/Continue**

4. **Emergency Contact (紧急联系人)** 页面将刷新。
- 如果已输入所有必填信息，则紧急联系人姓名旁的 *Completed (已完成)* 一栏中会出现一个绿色的勾。
 - 如果该行以黄色高光标出，则意味着某些必填信息缺失。点击姓名以进行编辑。
 - 如需添加其他紧急联系人，请点击 *Add New Emergency Contact (添加新的紧急联系人)*，然后重复上述步骤。当申请中包含的所有紧急联系人旁边都显示绿色的勾时，请点击 **“Save/Continue”** (保存/继续)。

✓ Student(s) Primary Household → ✓ Parent/Legal Guardian → **Emergency Contact** → Student → Completed

Emergency Contact

Estimated Completion Time: 5 Minutes

First Name	Last Name	Gender	Completed	
Sample	Contact	M	✓	Edit/Review

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

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 **Save/Continue**

添加学生信息

在这个部分，您要为注册的学生输入重要信息。请记住，每份申请只能包含一名学生。完成这个部分后，您将被要求为您的学生上传证明文件，以完成注册程序。有关注册必需文件的其他信息，可以通过访问学生注册和安置办公室网页 (<https://www.philasd.org/studentplacement/registration/>) 查看。

1. 请阅读提示并注意，学区的线上报名政策规定每份申请为一名学生注册。您必须为要注册的每一位学龄儿童单独提交申请。包含超过一名学生的申请将被拒绝，且需要以正确方式重新提交。点击 *Add New Student* (添加新的学生) 以继续。

Student

Estimated Completion Time: 30 Minutes

First Name	Last Name	Gender	School	Completed

WARNING

Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**.

To register any additional students, please complete this application and then create a new application for each student.

Note: If the student has school-aged siblings, please add sibling information in the *School-Age Sibling* section.

After you have completed the [Upload Required Documents](#) section, 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](#)

2. 将显示学生人口统计部分，这个部分包含了与姓名和性别认同有关的重要政策信息。请仔细浏览这些信息。

Student Name: Tracy Ross

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 *Last Name* field.

Preferred Identifiers (Policy 252): Students who wish to identify using a different preferred name and/or gender can communicate their preference to the Office of Student Rights and Responsibilities **after** registering with their legal information. [Click here](#) to fill out the preferred name/gender update form.

For further resources and support, visit the [Office of Student Rights and Responsibilities website](#).

3. 在以下区间输入所需的学生人口统计信息，以及任何可能与学生相关的其他信息。根据您提供的地址和在这个部分标注的年级，系统将在此页面上列出申请将被提交至的这所邻近学校。点击 “**Next**” （**下一步**）。
- a. 如果没有显示邻近学校，请继续完成线上申请。学生注册与安置办公室会与您联系，通知您孩子的学校安排。

Legal First Name: Tracy * Gender: Female * Enrollment Grade: 01 *

Legal Middle Name: Date of Birth: 05/26/2017 *

Legal Last Name: Ross * Date Entered U.S.: *

Suffix: Country of Birth: United States *

Assigned school is: Jenks Academy A & S ES

School Assignment Information

The student's neighborhood school will be **automatically assigned** based on the listed primary home address.

If no neighborhood school is found, please continue this registration. The Office of Student Enrollment and Placement will contact you about your student's school assignment.

Residents within the boundaries of the Kensington Complex will be contacted by the school team to discuss all placement options in the Kensington High Schools.

Next ▶

4. 输入您孩子的 Race/Ethnicity（种族/民族信息）。从下拉菜单中选择 “**Yes**”（是）或 “**No**”（否），说明学生是否为 Hispanic/Latino（拉美裔/拉丁裔）。接着，勾选所有适用的复选框。点击 “**Next**” （**下一步**）。

▼ **Race/Ethnicity**

Hispanic/Latino? No * *

*Please check all that apply.

Note: If the Hispanic/Latino section was marked **No**, at least **one (1)** of the below options is required.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

◀ Previous Next ▶

请注意：如果您在是否为 Hispanic/Latino（拉美裔/拉丁裔）的下拉菜单中选择了 “**No**”（否），您需要从列表中至少勾选一个选项。

5. 勾选相应的复选框，说明您的住房状况。点击 “Next” （下一步）。

Housing

In this next section, please share information about your current housing.

In some instances, you may be entitled to supports and services under the federal McKinney-Vento Act which supports the enrollment and education of students who may be experiencing housing challenges. The School District can help connect you to these services if you qualify.

Note: This information is **confidential** and will not impact your registration application.

- Rent
- Own
- Living with family/others
- Living with family/others due to hardship
- Child in the custody of a child welfare agency
- Living in hotel/motel due to hardship
- Child NOT living with their parent/legal guardian (known as "unaccompanied youth")
- Living in shelter or transitional housing
- Other homeless situation

◀ Previous Next ▶

6. 从 “Relationship” （关系）下拉菜单中选择相应选项，说明每位家长/监护人与学生的关系。

Relationships - Parent/Guardians

Keeping you updated about your child through supporting your child's success in school.

For each person listed below, please indicate they prefer to receive communication.

Also indicate the order that the school should

Note: At least one (1) person must be marked

Name	Relationship*	Guardian
Sample Parent	Mother	

Description of Contact: **Guardian:** Checking this box indicates that this person is the legal guardian of the child. **Mailing:** Checking this box indicates that this person is the preferred mailing address for the child. **Portal:** Checking this box indicates that this person is the preferred contact for the school. **Messenger:** Checking this box indicates that this person is the preferred contact for the school. **Emergency Contact:** Checking this box indicates that this person is the preferred emergency contact for the child.

Note: Parent/Guardian information is required for all students.

7. 联系人偏好通过勾选 *Guardian* (监护人)、*Mailing* (邮件)、*Portal* (门户) 和 *Messenger* (通讯) 复选框确认。这些选项均为默认勾选。在 *Emergency Contact Order* (紧急联系顺序) 下拉菜单中指定一个排序号码, 表明在出现紧急情况时, 学校工作人员将遵循的人员联系顺序。点击 *Next* (下一步)。

▼ Relationships - Parent/Guardians

Keeping you updated about your child throughout the school year and in the event of a school emergency is an important part of supporting your child's success in school.

For each person listed below, please indicate their relationship to the student, whether they are the student's legal guardian, and the ways they prefer to receive communication.

Also indicate the order that the school should contact each person listed in the event of an emergency.

*Note: At least one (1) person must be marked as "Guardian".**

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Emergency Contact Order*	or	<input type="checkbox"/>
Sample Parent	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>

Description of Contact Preferences

Guardian: Checking this box will flag this person as legal guardian to the student.

Mailing: Checking this box means you want to receive information via the U.S. Postal Service.

Portal: Checking this box will allow you to directly view child's information online via the parent Portal. If you are new to the parent Portal, please [create an account](#) after your child is fully enrolled.

Messenger: Checking this box means you want to receive messages from the District's electronic messaging system.

Emergency Contact Order: Setting this number will determine the order in which emergency contact(s) are notified.
Note: Parents/legal guardians should start with a sequence of 1.

8. 从 “*Relationship*” (关系) 下拉菜单中选择相应选项, 说明每位紧急联系人学生的关系。然后, 在 “*Emergency Contact Order*” (紧急联系人顺序) 下拉菜单中指定一个优先顺序。点击 “*Next*” (下一步)。

▼ Relationships - Emergency Contacts

Please enter the relationship to the student of each contact listed below as well as the emergency contact order.

In the event of an emergency, the school will use this order to notify emergency contacts.

A minimum of 1 emergency contact is required.*

Name	Relationship*	Emergency Contact Order*	or	<input type="checkbox"/>
Sample Contact	Aunt/Uncle	2		<input type="checkbox"/>

Description of Contact Preferences

Emergency Contact Order: Setting this number will determine the order in which emergency contact(s) are notified.
Note: Parents/legal guardians should start with a sequence of 1.

9. 在此页面上的所有必选下拉菜单中选择 “Yes”（是）或 “No”（否），以说明您孩子之前接受过哪些服务，接着点击 “Next”（下一步）。

Enrollment History and Student Services

Understanding where your child was previously enrolled (when applicable) and the types of special student services they received will help us prepare to successfully support your child once they start school with us.

Please complete the section below so we can access your child's prior educational records as needed.

Note: Enrollment is **not contingent nor affected** by providing special education documentation.

Did your student attend pre-kindergarten? No ▾ *

Did your student attend kindergarten? No ▾ *

Type of school last attended: ▾

Name of school last attended:

City of school last attended:

Student Services Information: Click here to review the [Office of Specialized Service's resources and supports](#).

Has your student ever received special education services in PA or another state? No ▾ *

If yes, what state did your student receive special education services in? ▾

Does your student have a current Individualized Education Plan ("IEP")? No ▾ *

Does your student have a current evaluation report? No ▾ *

Current Evaluation Report Date:

Was your student ever enrolled in an Early Intervention Program ("EIP")? No ▾ *

[Click here for more information on EIPs.](#)

Does your student have a current 504 plan? No ▾ *

Has your student previously received gifted or talented services? No ▾ *

◀ Previous **Next ▶**

10. 回答有关您孩子的医疗信息的问题。完成所有必填的区域。继续向下划动以确保您完成所有的部分。

Medical Information

Each school in our District has an assigned nurse to help support your child's medical needs during the school day. The District may also be able to connect you with no/low cost City of Philadelphia resources to further support your child's medical needs.

Please take a moment to provide the medical information requested below.

Note: Enrollment is **not contingent nor affected** by providing medical information.

Name of Child's Doctor/Clinic:

Doctor/Clinic Phone Number: () -

Medical Insurance: ▾

Insurance Company Name:

Insurance Policy Number:

Does your child wear glasses? No ▾ *

Does your child wear a hearing aid? No ▾ *

Does your child have seizures? No ▾ *

Does your child have diabetes? No ▾ *

Does your child have asthma? No ▾ *

Has your child been diagnosed with attention-deficit/hyperactivity disorder ("ADHD")? No ▾ *

Does your child have any allergies? No ▾ *

Do you give the school nurse permission to give your child acetaminophen (Tylenol®)? No ▾ *

Do you give the school nurse permission to give your child ibuprofen (Advil®/Motrin®)? No ▾ *

Does your child take any medications? No ▾ *

11. 说明学生目前是否服用药物。如果从下拉菜单中选择 “No”（否），则请继续回答后续问题。如果从下拉菜单中选择 “Yes”（是），则会显示多个栏目，您可以在其中输入孩子服用的药物。

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

请注意：您只能在此页面上输入三种药物。如果您的学生需要其他的药物，请在学生入学后联系校医，分享其他药物的信息。

12. 阅读接下来的声明。第一条声明说明了对校医进行紧急医疗护理以及药物治疗的许可。同时还授权校医与您孩子的医疗保健提供方进行沟通。

Your signature gives permission for:

1. administration of any listed medications by SDP school nurses during school hours, field trips, and after school activities;
2. administration of emergency treatment; and
3. communication between SDP school nurses and your child's healthcare provider regarding your child's care on an "as needed" basis.

Emergency Treatment Authorization Signature: Sample Parent *

13. 第二条声明说明了防晒霜的使用许可。请在相应的 “Authorization Signature”（授权签名）方框中输入您的姓名。然后，点击 “Next”（下一步）。

Sunscreen Statement

Parents/legal guardians may choose to supply their child with a non-aerosol topical sunscreen approved by the U.S. Food and Drug Administration.

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.

In the event of a cancellation or restriction, the school shall provide written notice to the parent/legal guardian.

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 acknowledges via the Sunscreen Authorization Signature that:

1. the school is not responsible for ensuring sunscreen is applied by the student; and
2. the student has demonstrated that they are able to self-apply the sunscreen.

Sunscreen Authorization Signature: Sample Parent *

◀ Previous Next ▶

14. 通过在下拉菜单中选择 “*Yes*”（是）或 “*No*”（否），说明您的孩子在所列出的不同场景中使用的语言。根据所提供的回答，您可能被要求使用下拉菜单选择不同的语言，以记录您对问题的回答。点击 “*Next*”（下一步）。

▼ Language Information

The School District of Philadelphia offers a wide range of language support services for students whose primary spoken language is not English.

Completing the information below will help us determine if your child should receive English as a Second Language services to support their academic success.

Does the **family** communicate in English most of the time while at home? *

> What language does the **family** speak at home most of the time? *

Does the **parent(s)/guardian(s)** communicate in English most of the time to the child? *

> What language does the **parent(s)** speak to her/his child most of the time? *

Does the **child** communicate in English most of the time to their parent(s)/guardian(s)? *

> What language does the **child** speak to her/his parents most of the time? *

Does the **child** communicate in English most of the time to their siblings?* *

Does the **child** communicate in English most of the time to their friends?* *

Is English the **child's** most frequently used language?* *

Does the **child** communicate in any language(s) other than English? *

Has your **child** ever received English as a Second Language ("ESL") or English Language Learner ("ELL") services? *

15. 通过在下拉菜单中选择 “*Yes*”（是）或 “*No*”（否），说明是否有任何学龄兄弟姐妹与您的孩子一同住在常住家庭。如果选择为 *Yes* 是，请输入有关这些学生的信息。您最多可以在一份申请中确认六个兄弟姐妹。点击 *Next*（下一步）。

▼ School Age Siblings in Same Household

Does the Student have any school age siblings who are currently living at the address provided? *

Please enter information for all school age children, ages five and above, who are currently living at the provided address.

Note: This page is not used to register any additional students. If you need to register any additional students, please submit this application first, and then complete a new application for each additional student.

First Sibling

First Name: *

Last Name: *

First Sibling Date of Birth: *

Current School:

Current Grade:

Student ID Number (if available):

Second Sibling

First Name:

Last Name:

Second Sibling Date of Birth:

Current School:

Current Grade:

Student ID Number (if available):

Do you need to add any additional siblings?

16. Parental Registration Statement (家长注册声明) 部分询问的是您的孩子是否有违规违纪史。这些问题为必答。接着, 输入您的姓名, 表示您宣誓或确认您所提供的信息据您所知均真实、准确。点击 “*Next*” (下一步)。

▼ Student Suspension/Expulsion Information (Parental Registration Statement)

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 was previously or is presently suspended or expelled from any public 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? ▾

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? ▾

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.

17. 阅读 “Release of Directory Information” (名册信息披露) 声明, 然后从下拉菜单中选择 “*Yes*” (是) 或 “*No*” (否), 表明您是否允许学区披露您孩子的信息。如果选择 “*Yes*” (是), 则会显示更多选项供您选择。选择完毕后, 请在 Signature Authorization (签名授权) 框中输入您的姓名。点击 “*Next*” (下一步)。

▼ Release of Directory Information (FERPA)

Protecting the confidentiality of your child's educational information is one of our most important responsibilities.

Per the federal Family Educational Rights and Privacy Act (FERPA), the School District of Philadelphia cannot share personal information from your child's education records with others without your written approval, with one exception called "directory information." This information may be disclosed without written consent unless you advise the District otherwise.

Directory information is a limited category of student information that is intended for general use in school publications such as yearbooks, playbills, school newsletters, honor roll or other recognition lists and graduation programs. It may also be made available upon request to qualified outside organizations which include, but are not limited to: scholarship providers, trade/technical schools, and potential employers.

[Click here](#) to review the full list of directory information category as well as the District's FERPA Notice of Directory Information.

Directory information will not be provided to commercial enterprises.

If you want to restrict how your child's directory information is used or shared, please indicate so by checking the appropriate box below and typing your name in the signature box authorization your selection.

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. ▾

Select one of the following:

Do **not** release my student's directory information at any time.
> No information shall be provided for 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 (*grades 11-12 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. [Click here](#) to view the District's PPRA notice.

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

18. 下一步是上传文件，以验证您孩子的出生日期、地址证明，并提供孩子所在年龄段的符合学区标准的最新疫苗接种证明。查看此部分申请中所示的详细说明。

▼ 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.



请注意:家长可在备注框中备注希望告知校内工作人员的其他说明。如果孩子正在经历无家可归或寄养或其他特殊状况，请务必在备注框中说明。

If you have any notes or comments about the documents you uploaded, please write them here:

19. 点击相应的蓝色按钮上传文件。

- [点击此处观看 iPhone 上传操作说明视频。](#)
- [点击此处观看安卓手机上传操作说明视频。](#)

The screenshot shows a vertical list of document upload options. Each option is preceded by a red asterisk (*). The options are:

- * 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

At the bottom left, there is a grey button with a left-pointing arrow and the text "Previous". At the bottom of the interface, there are three blue buttons: "Delete", "Cancel", and "Save/Continue".

20. 如果有任何信息缺失，您孩子的姓名将以黄色高光标出。您可以点击“*Edit/Review*”（编辑/查看）返回并输入缺失的信息。

Student _____

Estimated Completion Time: 30 Minutes

First Name	Last Name	Gender	School	Completed
Tracy	Ross	F	Jenks Academy A & S ES	<input type="button" value="Edit/Review"/>

WARNING

Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**.
To register any additional students, please complete this application and then create a new application for each student.

Note: If the student has school-aged siblings, please add sibling information in the [School-Age Sibling](#) section.

After you have completed the [Upload Required Documents](#) section, 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.

21. 输入所有信息后，如果显示绿色的勾，则表示申请已完成，您可以点击“*Save/Continue*”（保存/继续）。

Student _____

Estimated Completion Time: 30 Minutes

First Name	Last Name	Gender	School	Completed	Record Type	Linked to Campus Name
Tracy	Ross	F	Jenks Academy A & S ES	✓	New	<input type="button" value="Edit/Review"/>

WARNING

Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**.
To register any additional students, please complete this application and then create a new application for each student.

Note: If the student has school-aged siblings, please add sibling information in the [School-Age Sibling](#) section.

After you have completed the [Upload Required Documents](#) section, 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.

请注意：不允许在一个申请中为多名学生进行注册。请勿点击“*Add New Student*”（添加新的学生）按钮。包含超过一名学生的申请将被拒绝。

22. 只有在点击红色的 “*Submit*”（提交）按钮之后，申请才算提交。在点击 “*Submit*”（提交）之前，请先查看声明。

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](#)

23. 提交后，将会弹出一个提示窗口，提醒您一旦提交将无法修改申请。如果您已准备好提交，请点击 “*Confirm*”（确认）。如果仍需更改某些内容或希望检查申请，请点击 “*Cancel*”（取消）。

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 unsubmits it for you.

[Confirm](#) [Cancel](#)

24. 提交申请后，您可以查看 PDF 格式的申请，并将其保存到硬盘中或打印备份。

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](#)

返回已有申请

如果在填写一份申请时需要暂停，您可以在晚些时候返回，继续您的申请。届时您可以完成并提交申请。提交申请后，学校工作人员将对申请进行仔细审核，以确保其完整性和准确性。如果发现申请有任何不完整的部分，学校教职工将与您就此问题进行沟通。您需要提供最新或正确的文件才能完成申请。在该过程中，整个申请将被“撤销提交 *unsubmitted*”。**撤销提交的申请中仍包含您最初输入的所有信息。您无需通过“空白”的申请重新开始申请流程。**

撤销提交申请后，学校将向您发送一封电子邮件，以告知您存在以下情况之一：

- 您上传的住址证明文件不可接受
- 您上传的年龄证明文件不可接受
- 学生在您申请中所示学年的 9 月 1 日之前未满 5 周岁（仅针对幼儿园 kindergarten）。
- 学生的疫苗接种记录不完整

您可以重新提交附有符合要求文件的申请。如有任何疑问，请发送邮件至 osep@philasd.org 与学生注册和安置办公室联系。

1. 如需返回您的申请，请通过访问学生注册与安置办的网站 (philasd.org/studentplacement) 使用线上注册工具。点击标注“*New Student Registration* (新生注册)” 的链接。

OFFICE OF
Student Enrollment & Placement

440 N. Broad Street
215-400-4290 Suite: 111, 1st Floor

Home Enroll & Register School Selection Process Renaissance Charter Contact

YOU ARE HERE > Student Enrollment & Placement > Student Enrollment & Placement

Student Enrollment & Placement

The Office of Student Enrollment and Placement supports K-12 children and families in accessing the District's educational programs and services.

About Student Enrollment and Placement

The School District of Philadelphia has a clear vision; for all children to have access to a great school close to where they live. The mission of the Office of Student Enrollment and Placement is to support K-12 children and families in enrollment, registration, and school placement. Our goal is to ensure equitable access for all students across our K-12 schools.

2. 新生注册页面为准备为下一学年的学生注册的家长和监护人提供了多种资源，包括所需文件的说明以及如何在线注册孩子的教学指南。查看这些材料。要为您的孩子开始在线注册流程，请单击绿色的线上注册（OLR）链接：

New Student Registration

Registration is for students of all grades (K-12) entering the District for the first time and/or are coming to the District from a different school district.

The School District of Philadelphia offers two ways to register their children in school:

- **Option 1:**
Register using the **Online Registration (OLR)**. The OLR allows families to complete the enrollment process online, from wherever they have access to the internet. Before starting this process, we encourage families to follow all instructions (see below!) carefully and have all of the proper documents in electronic format.
- **Option 2:**
Register using the **paper application at the school** connecting to the home address (their "catchment" school). Families are encouraged to first, contact their catchment school to see if an appointment is necessary. You must bring the required enrollment documents when registering your child in-person (see Step 2 below: proof of child's age, immunization record, and two proofs of address).

3. 将显示**线上注册欢迎页面**。点击 *Return to Saved Registration* (返回已保存的注册)。接着，点击 “*Next*” (下一步)。

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. 阅读页面上方的说明。若要返回您已保存的注册，您需要输入最初提交申请的人的以下信息：
- 名字和姓氏
 - 出生日期
 - 电子邮箱
 - 对兄弟姐妹问题的回答(是/否)
 - 申请编号

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

注意：如果上述任何信息未完全按照原来的方式输入，屏幕底部将显示一条错误消息。仔细检查每个字段以确保准确性。

2fpmb

This field is required

Begin Registration

5. 完整输入验证码并点击 *Begin Registration* 开始注册。检查您的申请，确保输入准确的信息，并在正确的位置上传清晰可读的文件。当所有需要的信息/文件都被成功包含在内时，重新提交。

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

6bwgy

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

Begin Registration