

SIS: Matrículas en Línea Explicadas para Padres de Familia

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Antes de empezar: ¿Le conviene a usted usar la Matrícula en Línea?

Los padres o tutores legales pueden matricular a estudiantes desde kindergarten a 12º grado, para el año escolar en curso o el próximo año, enviando solicitudes y documentación a través de la herramienta Matrícula en Línea.

Si está registrando a su hijo/a en el Distrito Escolar de Filadelfia (**SDP**, por sus siglas en inglés) por primera vez o en Kindergarten, tendrá que empezar el proceso aquí.

Revisemos algunas preguntas aclaratorias para ver si la Matrícula en Línea es el camino apropiado para matricular a su hijo/a.

¿Su hijo/a...

. . . está pasando de pre-kindergarten a kindergarten?	. . . está postulando a una escuela fuera de su vecindario? ¹
. . . es un estudiante nuevo o está regresando a K-12 y NO está matriculado actualmente en una escuela del SDP?	. . . está postulando a una escuela chárter? ²
	. . . está matriculado actualmente en una escuela del SDP? ³
¡Sí! Continúe con la Matrícula en Línea.	No. Vea las notas a continuación para más información.

Si no le conviene la Matrícula en Línea:

1 Visite la página web de [Matrícula y Asignación Estudiantil](#) para más información sobre cómo aplicar a una escuela fuera de su vecindario.

2 Visite la página principal de la [Oficina de Escuelas Chárter](#) para más información sobre las solicitudes para escuelas chárter.

3 Comuníquese con la escuela de su vecindario para actualizar su información demográfica y de su hogar.

La matrícula en línea consiste en cuatro secciones distintas y demora unos 45 minutos. Este proceso requiere adjuntar documentos.

Navegación

1. Los padres de familia y tutores pueden acceder a la matrícula en línea a través de la página web de la Oficina de Matrícula y Asignación Estudiantil (philasd.org/studentplacement). Haga clic en el botón azul que dice *New Student Registration* (Matrícula para Estudiantes Nuevos).

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.

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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. La página de *Matrícula para Estudiantes Nuevos* incluye varios recursos para los padres de familia y tutores que se están preparando para matricular a su hijo/a en el próximo año escolar, incluyendo descripciones de los documentos requeridos y una guía sobre cómo matricular a su hijo/a en línea. Revise estos recursos. Para realizar la Matrícula En Línea de su hijo/a, haga clic en el ícono verde que dice *Online Registration (OLR)* (Matrícula en Línea).

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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).

Cómo empezar una matrícula en línea

1. Se cargará la pantalla que dice **Online Registration Welcome Screen** (Pantalla de bienvenida a la matrícula en línea). En la parte de arriba de la pantalla, haga clic en su idioma de preferencia para acceder a las versiones traducidas de la solicitud. El idioma predeterminado de la página es el inglés.



2. Para empezar una solicitud nueva, haga clic en el botón a la izquierda que dice *Empezar una Matrícula Nueva* para seleccionar esa opción. Luego, haga clic en **Continuar**. (Véase [Volver a una solicitud](#) para editar una solicitud existente.)

3. Seleccione el año académico para el cual desea matricular. Luego, haga clic en **Continuar**.

4. Revise las indicaciones incluidas en esta página sobre la documentación necesaria y guarde la información para acceder a su solicitud en otro momento. Asegúrese que podrá adjuntar los documentos necesarios a su solicitud de Matrícula en Línea. A continuación, desplácese hacia abajo para empezar a ingresar la información del padre/madre/ tutor legal e iniciar su solicitud.

- Ingrese su nombre y apellido, fecha de nacimiento y correo electrónico. Ingrese su correo electrónico para recibir actualizaciones importantes sobre el estado de su solicitud. Utilice el menú desplegable para indicar si hay o no estudiantes en su hogar que estén matriculados actualmente en una escuela del distrito, seleccionando Sí o No.

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'.

*

- Diríjase al CAPTCHA en la parte inferior de la página, introduzca la secuencia de letras y números en el campo situado bajo la imagen. Hada clic en **Iniciar Solicitud**.

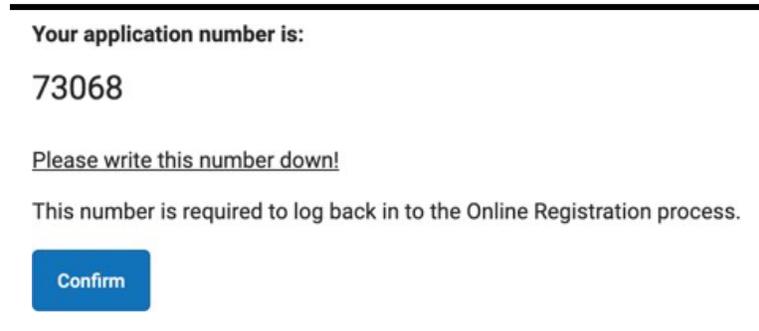
Please type the letters you see displayed in the image below.
The entry is case sensitive.



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

Begin Registration

7. Aparecerá su número de solicitud. Anote este número, ya que lo necesitará para volver al sistema de inscripción en línea si por alguna razón necesita salir del proceso. Haga clic en **Confirmar**.



Your application number is:

73068

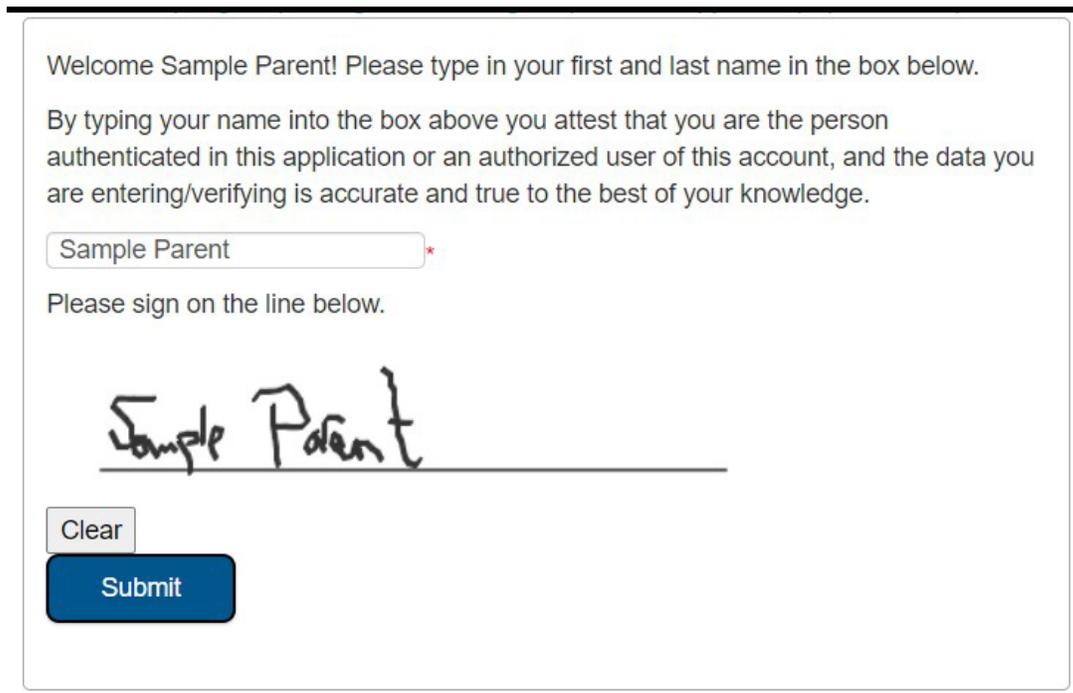
Please write this number down!

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

Confirm

NOTA: El número de solicitud se utiliza para realizar seguimiento a las matrículas en línea en todo el Distrito, y no refleja el número de inscripciones en línea de una escuela específica. Necesitará este número para acceder a su solicitud en el futuro.

8. Se abrirá una nueva ventana en la que se le pedirá que confirme que usted es el padre/madre/tutor cuya información se ingresó en la pantalla anterior, o un usuario autorizado de esta cuenta, y que los datos que está proporcionando son exactos y verdaderos a su leal saber y entender. Introduzca su firma electrónica. Ingrese su nombre en el campo de entrada de texto y, luego, utilice el mouse para crear una firma electrónica firmando en la línea de abajo. Luego, haga clic en **Enviar**.



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. Se abrirá la solicitud, empezando por la pestaña del **Hogar principal del (de los) estudiante(s)**.

Cómo añadir información sobre el hogar principal

El término "hogar principal" se refiere al lugar donde su hijo/a vive la mayor parte del tiempo. Si su hijo/a también vive en otro hogar, usted tendrá la oportunidad de proporcionar esa información en la sección de la solicitud correspondiente a los Padres/Tutores.

1. Introduzca el número de teléfono que desea asignar al hogar principal de su hijo/a. *Los estudiantes solo pueden tener un hogar principal, pero pueden tener varios hogares secundarios.* Podrá ingresar información sobre el hogar secundario posteriormente, si es necesario. Después de ingresar el número, configure sus preferencias de contacto para este número escogiendo cómo desea recibir mensajes del Distrito. Marque las casillas de *Texto(SMS)* si desea recibir mensajes de texto. **No marque la casilla Privado.**

▼ Primary Home Phone

Primary Home Phone
(111) 111 -1111 *

Voice Text(SMS)

Emergency High Priority

Contact Preferences
 Attendance Behavior General Teacher Private

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 >

Haga clic en **Continuar**.

2. Ingrese la dirección de su domicilio indicando el número de la vivienda. Seleccione la Dirección (Norte, Noroeste, Sur, Suroeste, etc.) en el menú desplegable, si corresponde. Ingrese la **Calle**. Si su dirección existe en el sistema, aparecerá en el recuadro verde. Haga clic en su dirección y el resto de los campos se rellenarán automáticamente. Haga clic en **Guardar/Continuar**.

▼ 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 <

Cómo añadir a los padres y tutores

Aquí indicará los datos demográficos y de contacto de los padres/tutores de este alumno/a. Se pueden incluir varios padres/tutores en la solicitud, pero cada uno debe añadirse individualmente. Primero se le pedirá que proporcione la información sobre el padre/madre/tutor, quien creó la cuenta de la solicitud antes de añadir a otros padres/madres/tutores.

1. Aparecerá una ventana emergente para informarle que está a punto de ingresar la información de los padres/tutores. Haga clic en **OK**.

2. Ingrese la información apropiada para cada uno de los padres/tutores del/la estudiante. Si un padre/madre/tutor vive en la dirección del Hogar Principal, asegúrese que la casilla encima de la dirección esté seleccionada. Haga clic en **Continuar**.

NOTA: Si se indica un padre/madre/tutor que no vive en la dirección indicada, desmarque la casilla. Luego tendrá la oportunidad de añadir una dirección para este padre/madre/tutor, que se designará como Hogar secundario.

- Ingrese la información del padre/madre/tutor. Indique sus *Preferencias de Contacto* marcando las casillas correspondientes a la derecha de la pantalla. Lea la descripción de cada preferencia. **NO marque la casilla situada debajo de la casilla *Privado***. Tenga en cuenta que es necesario incluir al menos un número de teléfono en esta pantalla. Marque las casillas de *Texto (SMS)* si desea recibir mensajes de texto. Ingrese el idioma de contacto que prefiera el padre/madre/tutor. Haga clic en **Guardar/Continuar**.

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:

Contact Preferences

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

- Si se ha completado toda la información requerida, aparecerá una marca verde en la columna *Completo* junto al nombre del padre/madre/tutor. Si la fila aparece resaltada en amarillo, significa que falta alguna información necesaria. Haga clic en el nombre para editar. Para añadir a otro padre/madre/tutor al sistema, haga clic en **Añadir padre/madre/tutor nuevo** y repita los pasos anteriores. Cuando todos los padres/tutores incluidos en la solicitud tengan una marca de verificación verde, haga clic en **Guardar/Continuar**.

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	<input checked="" type="checkbox"/>	Edit/Review

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.

Green - Indicates that person is completed.

Add New Parent/Legal Guardian

Back Save/Continue

Cómo añadir contactos de emergencia

Un contacto de emergencia es una persona a quien se debe contactar en caso de emergencia si no se puede localizar a los padres/tutores. **Cuando complete esta sección, no es necesario que**

vuelva a ingresar los padres o tutores que se incluyeron en las pantallas anteriores. Estos contactos son secundarios a los padres/tutores en términos de prioridad de contacto en caso de emergencia. Debe identificarse al menos un contacto de emergencia, y las solicitudes pueden incluir hasta cuatro contactos de emergencia.

1. Se cargará la pantalla **Contacto de emergencia**. Haga clic en **Añadir nuevo contacto de emergencia**. Una ventana emergente le informará que está a punto de ingresar la información de los Contactos de Emergencia. Haga clic en **OK**.

Emergency Contact

First Name	Last Name	Gender	Completed
<p>! - 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.</p> <p>At least one (1) emergency contact is required.</p> <p>Yellow - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p> <p>The maximum number of Emergency Contacts is 4</p>			

Add New Emergency Contact

Back

Contact Name: Sample Contact

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: Sample *

Middle Name: *

Last Name: Contact *

Suffix: ▾

Gender: Male ▾ *

Next ▶

3. Ingrese la información de contacto de la persona. Se requiere al menos un número de teléfono. Haga clic en **Guardar/Continuar**.

✓ 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: scontact@email.com

← Previous

Cancel **Save/Continue**

4. La pantalla **Contacto de Emergencia** se actualizará.
 - a. Si se ha incluido toda la información requerida, aparecerá una marca de verificación verde en la columna **Completo** junto al nombre del contacto de emergencia.
 - b. Si la fila aparece resaltada en amarillo, significa que falta alguna información necesaria. Haga clic en el nombre para editar el contacto.
 - c. Para añadir otro contacto de emergencia, haga clic en **Añadir nuevo contacto de emergencia** y repita los pasos anteriores. Cuando todos los contactos de emergencia incluidos en su solicitud aparezcan con una marca de verificación verde, haga clic en **Guardar/Continuar**.

✓ 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**

Cómo añadir la información de el/la estudiante

En esta sección, ingresará información importante sobre el/la estudiante que está matriculando. **Recuerde que solo se puede incluir un/a estudiante por solicitud.** Al completar esta sección se le pedirá que adjunte la documentación de su estudiante necesaria para completar el proceso de matrícula. Para más información sobre los documentos necesarios para la matrícula, visite la página web de la Oficina de Matrícula y Asignación Estudiantil (<https://www.philasd.org/studentplacement/registration/>).

1. Lea la advertencia y tenga en cuenta que la política del Distrito para la matrícula en línea es de un/a estudiante por solicitud. Deberá presentar una solicitud por cada menor en edad escolar que desee matricular. Aquellas solicitudes con más de un menor serán denegadas y deberán volver a presentarse correctamente. Haga clic en **Añadir nuevo estudiante** para continuar.

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

Student

Estimated Completion Time: 30 Minutes

First Name	Last Name	Gender	School	Completed
<p>WARNING</p> <p>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.</p> <p>Note: If the student has school-aged siblings, please add sibling information in the School-Age Sibling section.</p> <p>After you have completed the Upload Required Documents section, you will return to this screen. Click Save and Continue to complete the application.</p> <p>Yellow - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p>				

Add New Student

Back

2. Aparecerá la sección Datos demográficos, que contiene información normativa importante en relación con el nombre y la identidad de género. Revise detenidamente esta información.

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. Ingrese toda la información demográfica requerida de el/la estudiante en los campos a continuación, así como cualquier otra información que pueda ser relevante para el/la estudiante. Según la dirección que haya facilitado anteriormente y el año escolar que haya indicado en esta sección, el sistema le indicará en esta pantalla la escuela del barrio a la cual se presentará su solicitud. Haga clic en **Continuar**.
 - a. Si no aparece ninguna escuela de barrio, continúe con la matrícula en línea. La Oficina de Matrícula y Asignación Estudiantil se comunicará con usted para informarle a cuál escuela fue asignado su hijo/a.

The screenshot shows a registration form with the following fields: 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, and Country of Birth (United States). Below the form, it states 'Assigned school is: Jenks Academy A & S ES'. A section titled 'School Assignment Information' explains that the student's neighborhood school will be automatically assigned based on their listed primary home address. A 'Next >' button is highlighted with a red box.

4. Ingrese la información de Raza/Grupo Étnico de su hijo/a. Seleccione *Sí* o *No* en el menú desplegable para indicar si el/la estudiante es o no hispano/latino. Luego, marque todas y cada una de las casillas que correspondan. Haga clic en **Continuar**.

The screenshot shows the 'Race/Ethnicity' section of the form. It includes a dropdown menu for 'Hispanic/Latino?' set to 'No'. Below this, there is a note: '*Please check all that apply.' and another note: '*Note: If the Hispanic/Latino section was marked No, at least one (1) of the below options is required.' The options are: American Indian or Alaska Native, Asian, Black or African American (checked), Native Hawaiian or Other Pacific Islander, and White (checked). At the bottom, there are 'Previous' and 'Next >' buttons, with the 'Next >' button highlighted by a red box.

NOTA: Si ha seleccionado *No* en el menú desplegable Hispano/Latino, deberá marcar al menos una opción de la lista.

5. Indique su situación de vivienda haciendo clic en la casilla correspondiente. Haga clic en **Continuar**.

▼ 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

6. Identifique el parentesco que cada padre/madre/tutor tiene con el/la estudiante seleccionando la opción apropiada del menú desplegable **Parentesco**.

▼ 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*	GU
Sample Parent	<div style="border: 1px solid red; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ▼ </div> <ul style="list-style-type: none"> Mother Father Mother Aunt/Uncle Cousin Family Friend Foster Parent Grandparent Guardian Other Sibling Social Worker Stepparent </div>	

Guardian: Checking this box indicates that you are the legal guardian of this child.

Mailing: Checking this box indicates that you prefer to receive all mail from the school through this person.

Portal: Checking this box indicates that you prefer to receive all communication from the school through this person.

Messenger: Checking this box indicates that you prefer to receive all communication from the school through this person.

Emergency Contact: Checking this box indicates that you prefer to be the primary emergency contact for this child.

Note: Parent/Guardian must be marked as the primary emergency contact.

7. Las preferencias de contacto se indican mediante las casillas *Tutor, Correo, Portal y Messenger*. Todas ellas están marcadas de forma predeterminada. Asigne un número en el menú desplegable *Orden de contacto en caso de emergencia* para indicar el orden en que el personal de la escuela se comunicará con las personas en caso de emergencia. Haga clic en **Continuar**.

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.

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8. Indique el parentesco que tiene cada contacto de emergencia con el/la estudiante, seleccionando la opción adecuada en el menú desplegable *Parentesco* y, a continuación, seleccione el orden de prioridad en el menú desplegable *Orden de contactos de emergencia*. Haga clic en **Continuar**.

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.

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9. Indique el historial educativo y de servicios estudiantiles de su hijo/a seleccionando **Sí** o **No** en todos los campos desplegables de esta sección y, a continuación, haga clic en **Continuar**.

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. Responda las preguntas sobre la información médica de su hijo. Complete todos los campos requeridos. Continúe desplazándose hacia abajo para asegurarse de que haya completado todas las secciones.

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. Indique si su hijo/a toma o no medicación. Si selecciona *No* en el menú desplegable, pase a la siguiente declaración. Si selecciona *Sí* en el menú desplegable, aparecerán campos en los que podrá ingresar los medicamentos que toma su hijo.

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

NOTA: Solo podrá ingresar tres medicamentos. Si su hijo/a necesita medicamentos adicionales, comuníquese con la/el enfermera/o de la escuela después de que su hijo/a haya sido inscrito para brindarle información sobre los medicamentos adicionales.

12. Revise las declaraciones a continuación. La primera es sobre un permiso para que la/el enfermera/o de la escuela pueda administrar tratamiento médico de emergencia y medicamentos. También autoriza la comunicación entre la/el enfermera/o de la escuela y el profesional de salud de su hijo/a.

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. La segunda declaración es sobre un permiso para el uso de protector solar. Ingrese su nombre en las casillas correspondientes a la firma de autorización. Luego, haga clic en **Continuar**.

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 *

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14. Indique qué idioma(s) habla su hijo/a en cada uno de los contextos enumerados, seleccionando *Sí* o *No* en el menú desplegable. Dependiendo de sus respuestas, es posible que se le pida que identifique un idioma diferente utilizando el menú desplegable para documentar la respuesta a la pregunta. Haga clic en **Continuar**.

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? 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 child 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 **child** 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") or English Language Learner ("ELL") services? No *

15. Indique si algún hermano/a en edad escolar vive con su hijo/a en el hogar principal seleccionando *Sí* o *No* en el menú desplegable. Si selecciona *Sí*, ingrese la información de esos estudiantes. Puede indicar hasta seis hermanos(as) en una solicitud. Haga clic en **Continuar**.

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. La sección *Declaración de matrícula de los padres* formula preguntas sobre el historial disciplinario de su hijo/a. Es obligatorio responder a estas preguntas. Luego, ingrese su nombre para jurar o afirmar que la información que ha proporcionado es correcta a su leal saber y entender. Haga clic en **Continuar**.

▼ 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? 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. Sample Parent ▾

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17. Revise la declaración de Divulgación de Información del Directorio, luego indique si desea o no permitir que el Distrito divulgue la información de su hijo/a seleccionando *Sí* o *No* en el menú desplegable. Si selecciona *Sí*, aparecerán más opciones. Una vez realizada la selección, ingrese su nombre en la casilla Firma de autorización. Haga clic en **Continuar**.

▼ 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. Yes ▾

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. Sample Parent ▾

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18. El siguiente paso es adjuntar documentación para validar la fecha de nacimiento de su hijo, un comprobante de domicilio y demostrar que las vacunas están al día de acuerdo con las normas del Distrito para el grupo de edad de su hijo/a. Revise las instrucciones detalladas que aparecen en esta parte de la solicitud.

▼ 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.



NOTA: Hay un recuadro para comentarios que los padres pueden compartir con el personal de la escuela. Esto es importante cuando un/a menor carece de hogar o está en acogida, y en otras circunstancias extraordinarias.

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

19. Haga clic en el botón azul correspondiente para adjuntar los documentos.

- [Haga clic aquí para ver un vídeo sobre cómo cargar utilizando un iPhone.](#)
- [Haga clic aquí para ver un vídeo sobre cómo cargar con un teléfono Android.](#)

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 of the list is a grey button with a left-pointing arrow and the text "Previous". Below the list is a horizontal navigation bar with three blue buttons: "Delete", "Cancel", and "Save/Continue".

20. Si falta algún dato, el nombre de su hijo/a aparecerá resaltado en amarillo. Puede retroceder e ingresar la información que falta haciendo clic en **Editar/Revisar**.

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. Una vez ingresada toda la información, una marca verde indicará que la solicitud está completa y podrá hacer clic en **Guardar/Continuar**.

Student

Estimated Completion Time: 30 Minutes

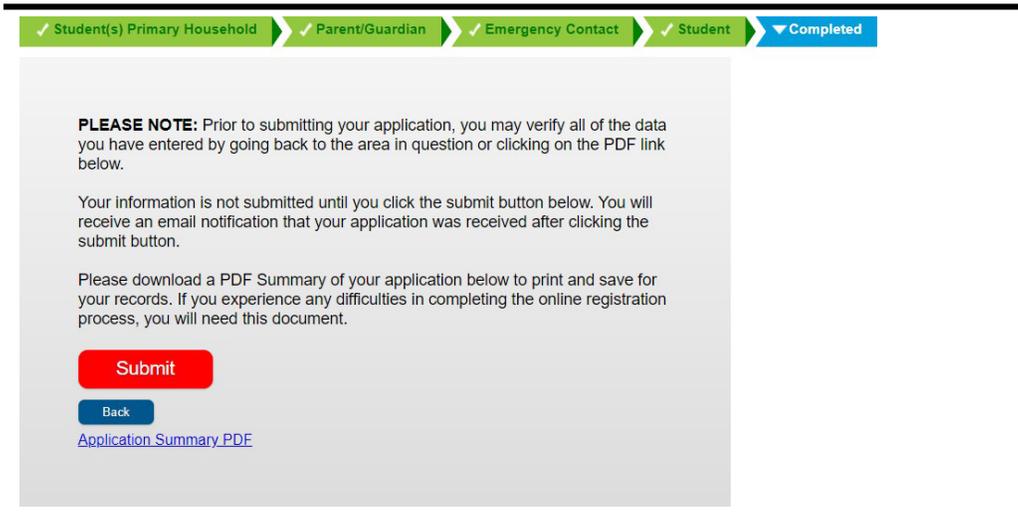
First Name	Last Name	Gender	School	Completed	Record Type	Linked to Campus Name
Tracy	Ross	F	Jenks Academy A & S ES	✓	New	<input type="button" value="Edit/Review"/>

WARNING

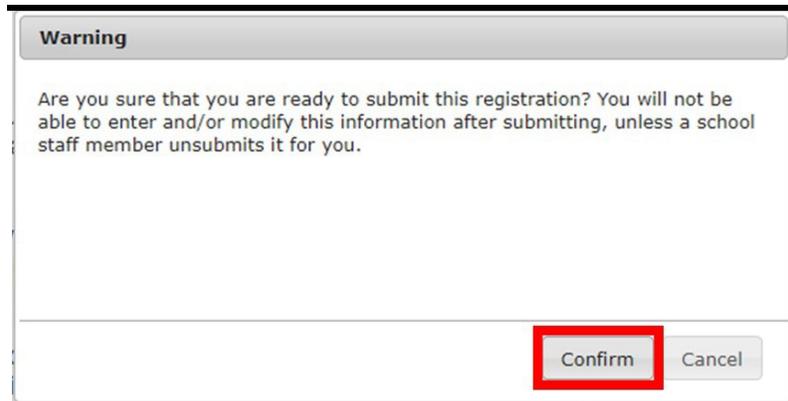
Each Online Registration application can only process **one (1)** student at a time. Applications submitted with more than **one (1)** student will be **DENIED**.
 To register any additional students, please complete this application and then create a new application for each student.
Note: If the student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

NOTA: No está permitido inscribir a más de un estudiante por solicitud. **NO** haga clic en el botón **Añadir nuevo/a estudiante**. Se rechazarán las solicitudes con más de un estudiante.

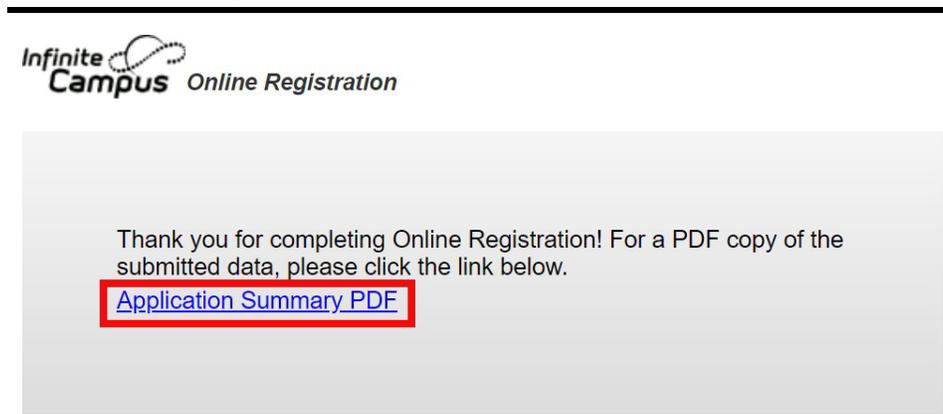
22. Su solicitud no estará enviada hasta que haga clic en el botón rojo **Enviar**. Revise la declaración antes de hacer clic en **Enviar**.



23. Aparecerá una ventana emergente informándole de que no podrá modificar su solicitud una vez enviada. Haga clic en **Confirmar** si está listo para enviar su solicitud. Si necesita cambiar algo o desea revisar su solicitud, haga clic en **Cancelar**.



24. Una vez presentada su solicitud, podrá visualizarla en formato PDF, y podrá guardarla en su disco duro o imprimir.



Cómo acceder nuevamente a una solicitud

Si está completando una solicitud y debe detenerse, puede volver a ella más tarde y retomarla en el punto en que la dejó. Luego podrá completar y enviar la solicitud. Una vez que haya enviado su solicitud, el personal de la escuela la revisará cuidadosamente para garantizar que esté completa y correcta. Si alguna parte de su solicitud está incompleta, se le notificará por correo electrónico. Como parte del proceso, el estado de la solicitud presentada pasará a estar "no presentada". **Una solicitud no presentada aún conservará toda la información que usted ingresó originalmente. No tendrá que iniciar el proceso a partir de una solicitud "en blanco".**

Cuando se denomina no presentada una solicitud, usted recibirá un correo electrónico de la escuela informando que:

- Sus documentos de residencia adjuntados no son admisibles
- El comprobante de edad que ha adjuntado no es admisible.
- Su hijo/a no cumplirá cinco años el 1 de septiembre o antes para el curso escolar indicado en su solicitud (solo jardín de infancia)
- Las vacunas de su hijo/a están incompletas

Tendrá la oportunidad de volver a presentar la solicitud adjuntando los documentos adecuados. Si tiene alguna pregunta, comuníquese con la Oficina de Matrícula y Asignación Estudiantil en osep@philasd.org.

1. Para volver a su solicitud, acceda a la herramienta de inscripción en línea visitando la página web de la Oficina de Matrícula y Asignación Estudiantil (philasd.org/studentplacement). Haga clic en el botón azul *Matrícula para Estudiantes Nuevos*.

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.

- About →
- New Student Registration →**
- Kindergarten Registration →
- School Selection →
- Renaissance Charter Schools →

2. La página de *Matrícula para Estudiantes Nuevos* incluye varios recursos para los padres y tutores que se están preparando para matricular a su hijo/a en el próximo año escolar, incluyendo descripciones de los documentos requeridos y una guía sobre cómo matricular a su hijo/a en línea. Revise estos recursos. Para realizar la Matrícula En Línea de su hijo/a, haga clic en el ícono verde que dice *Matrícula en Línea*.

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. Aparecerá la pantalla de bienvenida a la Matrícula en línea. Haga clic en el botón situado antes de la declaración que dice *Volver a la matrícula guardada*. Luego, haga clic en **Continuar**.

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. Para acceder a su matrícula guardada, ingrese la siguiente información de la persona que originalmente presentó la solicitud exactamente como se ingresó originalmente:
- Primer nombre y apellido
 - Fecha de nacimiento
 - Correo Electrónico
 - Pregunta sobre hermanos (Sí/No)
 - Número de Solicitud

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 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. *

Application Number

*

NOTA: Si alguno de los datos anteriores no se ingresa exactamente como estaba originalmente, aparecerá un mensaje de error en la parte inferior de la pantalla. Revise detenidamente cada campo para garantizar su exactitud.



5. Complete el *Captcha* y haga clic en **Comenzar matrícula**. Revise su solicitud, asegurándose de ingresar información precisa y adjuntar documentos que sean claros y legibles, en los lugares correctos. Vuelva a enviar la solicitud cuando haya incluido toda la información/documentos requeridos.

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