SIS: Online Registration Stepper for Parents

Table of Contents

Before You Begin: Is OLR Right for You?

Parents or Legal Guardians can register K-12 students for the current and upcoming school year by submitting applications and documentation using the Online Registration tool.

*Whether you are new to the School District of Philadelphia (**SDP**) and registering your child for the first time or your child for kindergarten, you'll need to start the process here.*

Let's review a few clarifying questions to see if Online Registration is the appropriate pathway for you to register your child.

Is your child . . .

. . . moving from pre-kindergarten to kindergarten?	*. . . applying outside of a neighborhood school?[1]*
. . . a new or returning K-12 student NOT currently enrolled in an SDP school?	*. . . applying to a charter school?[2]*
	. . . currently enrolled in an SDP school?[3]
***Yes!** Continue to Online Registration.*	***No**. Check out the notes below for further information.*

If Online Registration does not work for you:

[1] Visit [Student Enrollment & Placement](#) website for more information on or information on applying outside of a neighborhood school.
[2] Visit the [Charter School Office](#) homepage for more information on charter school applications.
[3] Contact your neighborhood school to update your demographic and household information.

Registering your child online involves four unique sections and takes an average of 45 minutes to complete. This process requires uploading documentation.

Navigation

1. Parents and guardians can access the Online Registration tool by visiting the Office of Student Enrollment and Placement's website (philasd.org/studentplacement). Click the blue button labeled *New Student Registration*.

2. The *New Student Registration* page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year, including descriptions of required documents and instructional guidance on how to register your child online. Review these materials. To begin the Online Registration process for your child, click the green *Online Registration (OLR)* link:

Creating a New Online Registration

1. The *Online Registration Welcome Screen* will load. At the top of the screen, click on your preferred language to access translated versions of the application. The default language is English.

2. To begin a new application, click the button to the left of the statement that reads *Start New Registration* to select that option. Then, click *Next*. (For guidance on editing an existing application, see Returning to an Application).

3. Select the school year you wish to register for. Then, click *Next*.

4. Review the guidance included on this page regarding required documents, and saving your credentials to access your application at a later time. Ensure you will have the ability to attach the required documents to your Online Registration application. Then, scroll down to begin entering Parent or Legal Guardian information to start your application.

5. Enter your first and last name, your date of birth, and your email address. Enter your email address to receive critical updates on the status of your application. Use the drop down menu to indicate whether or not there are any students in your household who are currently enrolled in District school by selecting either Yes or No.

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

25-26

Parent/Legal Guardian First Name *

Sample

Parent/Legal Guardian Last Name *

Parent

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

07/07/1977

Parent/Legal Guardian Email Address

parent@email.com

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**'.
*

No

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

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

6bwgy

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

Begin Registration

7. Your application number will display. Please write this down as you will need it to get back into the Online Registration System if for any reason you need to exit the process. Click *Confirm*.

> **Your application number is:**
>
> 73068
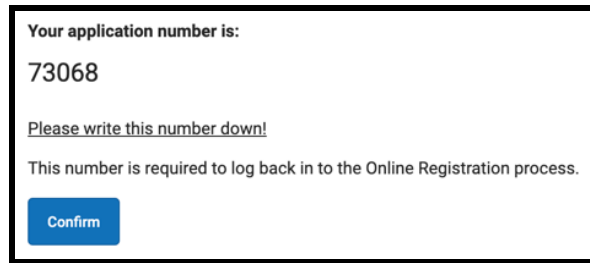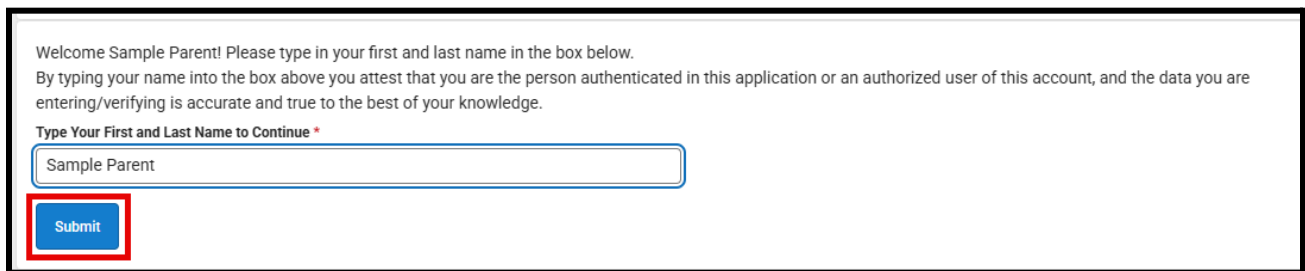>
> Please write this number down!
>
> This number is required to log back in to the Online Registration process.
>
> Confirm

NOTE: The application number is used to track online registrations across the District, and does not reflect the number of online registrations at a specific school. You will need this number in order to access your application in the future.

8. A new window will open asking you to confirm that you are either the parent/guardian entered on the previous screen, or an authorized user of this account, and that the data you are providing is accurate and true to the best of your knowledge. Provide your e-signature by entering your name in the text entry field. Then, click *Submit*.
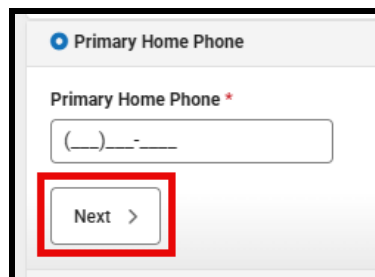
> Welcome Sample Parent! Please type in your first and last name in the box below.
> By typing your name into the box above you attest that you are the person authenticated in this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.
>
> **Type Your First and Last Name to Continue ***
>
> Sample Parent
>
> Submit

Adding Primary Household Information

*The application will open, starting with the **Student(s) Primary Household** tab. The term "Primary Household" refers to where your child lives most of the time. If your child also spends time living in another household, you will have the opportunity to provide that information in the Parent/Guardian section of the application.*

1. Enter the phone number you wish to assign to your child's primary household. *Students can only have one primary household, but can have multiple secondary households. You will enter secondary household information later, if needed*. After entering the number, click *Next*.

> ◉ Primary Home Phone
>
> Primary Home Phone *
>
> (___)___-____
>
> Next >

2. Enter your home address by entering the *House Number.* Select the *Direction* (North, Northwest, South, Southwest, etc.) from the drop-down menu, if applicable. Enter the *Street*. If your address exists in the system, it will appear in the box below. Click your address, and the rest of the fields will be automatically populated. Click **Save/Continue.**

Adding Parents and Guardians

Here you will provide demographic and contact information for parents/guardians of this student. Multiple parents/guardians can be included on the application, but each must be added individually. You will first be prompted to provide information about the parent/guardian used to create the application account before adding additional parents/guardians.

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

2. Enter the appropriate information for each of your child's parents/guardians. Click **Next**.

Parent/Legal Guardian Name: Sample Parent

✅ Demographics

Enter the parent/legal guardian information below.

First Name: *

Sample

Middle Name:

Last Name: *

Parent

Suffix:

▼

Date of Birth:

07/07/1977 📅

Gender: *

Male ▼

Parent/Legal Guardian's
Military Status (*if any*):

▼

I am registering myself as an emancipated or unaccompanied minor. *

No ▼

Does this person live at the address listed below? *

Yes ▼

440 N Broad St
Philadelphia, PA 19130-4015

Next >

NOTE: If a parent/guardian is entered who does not live at the address listed, select *Yes Does this person live at the address listed below*. You will then have the chance to add an address for this parent/guardian, which is designated as a Secondary Household.

3. Enter contact information for the parent/guardian. Indicate your *Contact Preferences* by checking the appropriate boxes on the right side of the screen. Read the descriptions of each preference. **DO NOT check the box under the *Private* checkbox**. Please note that at least one phone number is required to be entered on this screen. Check the boxes for *Text(SMS)* if you wish to receive text messages. Enter the parent/guardian's *Preferred Contact Language.* Click **Save/Continue**.

4. If all required information has been entered, there will be a green *Completed* tag in the *Completed* column next to the parent/guardian's name. Click on the name to edit, if needed. To add another parent or guardian in the system, click **Add New Parent/Guardian**, and repeat the preceding steps. When all the parents/guardians included in your application appear with a green check, click **Save/Continue.**

Adding Emergency Contacts

An emergency contact is a person who should be contacted in case of an emergency if the parents/guardians cannot be reached. **When completing this section, you do not need to re-enter any parents or guardians who were entered in the previous screens.** *These entries are in addition to parents/guardians in terms of emergency contact priority. At least one emergency contact must be identified, and applications can include up to four emergency contacts.*

1. The *Emergency Contact* screen will load. *Click Add New Emergency Contact*. A popup will inform you that you are about to enter Emergency Contact information. Click *OK.*

2. Enter the Demographic information for your child's emergency contact. Click *Next.*

3. Enter the person's contact information. At least one phone number is required. Click **Save/Continue.**

4. The **Emergency Contact** screen will refresh.
   a. If all required information has been entered, a green *Completed* tag will appear in the *Completed* column next to the emergency contact's name.
   b. Click on the name to edit the contact.
   c. To add another emergency contact, click *Add New Emergency Contact*, and repeat the preceding steps. When all the Emergency Contacts included in your application appear with a green check box, click **Save/Continue.**

Adding Student Information

In this section, you will enter important information for the student you are registering. **Remember, only one student can be included per application.** *Separate applications must be submitted for each school-aged child you wish to register. Applications with more than one child will be denied and must be resubmitted correctly. When completing this section you will be asked to upload supporting documentation for your student in order to complete the registration process. Additional information regarding required documents for registration can be found by visiting the Office of Student Enrollment and Placement's website (https://www.philasd.org/studentplacement/registration/).*

1. Click **Add New Student** to proceed.

Student

Estimated Completion Time: 30 Minutes

FIRST NAME	LAST NAME	GENDER	SCHOOL	COMPLETED
		No records available.		

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Sample Parent	Already in this application as a Parent/Guardian
Sample Contact	Already in this application as an Emergency Contact

Add New Student

< Back

2. The *Demographics* section will appear, which contains important policy information pertaining to name and gender identification. Review this information carefully.

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

NOTE: If no assigned school is displayed, please continue with the application. The Office of Student Enrollment and Placement will contact you about your child's school assignment.

4. Enter your child's Race/Ethnicity information. Select *Yes* or *No* from the drop-down menu to indicate whether or not your student is Hispanic/Latino. Then, check any and all of the checkboxes which apply. Click **Next**.

NOTE: If you selected *No* from the *Hispanic/Latino?* drop down menu, you are required to check at least one option from the list.

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

6. Identify the relationship each parent/guardian has to the student by selecting the appropriate option from the *Relationship* drop-down menu.

7. Contact preferences are indicated by the *Guardian, Mailing, Portal* and *Messenger* checkboxes. These are all checked by default. Assign a number in the *Emergency Contact Order* drop-down menu to indicate the order in which school staff will contact people in the event of an emergency. Click **Next.**

NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	SECONDARY HOUSEHOLD	EMERGENCY CONTACT ORDER *
SAMPLE PARENT	Father ▼	☑	☑	☑	☑		1 ▼

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.
Secondary Household : Checking this box means this individual is part of a Secondary Household.
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.
<!-- No Relationship--> N/A

< Previous   Next >

Relationships - Emergency Contacts   +

8. Indicate the relationship each emergency contact has to the student by selecting the appropriate option from the *Relationship* drop-down menu, then select a priority number from the *Emergency Contact Order* drop-down. Click **Next**.

⊘ 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 *
SAMPLE CONTACT	Aunt/Uncle ▼	2 ▼

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.
<!--No Relationship--> : Marking this checkbox will indicate that this person does not share a relationship to the student. The relationship will be ended if one exists.

< Previous   Next >

9. Provide information regarding enrollment history for your child by selecting *Yes* or *No* in all the required drop-downs in this section, then click proceed.

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? *
[Yes ▾]

Did your student attend kindergarten? *
[No ▾]

Type of school last attended:
[▾]

Name of school last attended:
[ ]

City of school last attended:
[ ]

10. Provide information regarding student services for your child by selecting *Yes* or *No* in all the required drop downs in this section, then click **Next.**

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:
[month/day/year 🗓]

Was your student ever enrolled in an Early Intervention Program ("EIP")?
*Click here for more information on EIPs." **
[No ▾]

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

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

[< Previous] [Next >]

11. Respond to the questions regarding your child's medical information. Complete all required fields. Continue by scrolling down to ensure you complete all sections.

○ 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")?
Yes

Does your child have any allergies? *
No

Do you give the school nurse permission to give your child acetaminophen (Tylenol®)? *
Yes

Do you give the school nurse permission to give your child ibuprofen (Advil®/Motrin®)? *
Yes

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

NOTE: You will only be able to enter three medications. If your student requires additional medications, contact the school nurse after your student has been enrolled to share additional medication information.

13. Review the statements that follow. The first statement discusses permission for the administration of emergency medication including Albuterol and EpiPens.

14. The second statement discusses permission for the use of sunscreen. Type your name into the *Sunscreen Authorization Signature* box. Then, click **Next.**

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

15. Indicate which language(s) your child speaks in each of the contexts listed by selecting *Yes* or *No* from the drop down menus. Depending on the responses provided, you may be asked to identify a different language. Click **Next.**

✔ 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? *

Yes ▾

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

Yes ▾

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

Yes ▾

Does the student communicate in English most of the time to their brothers/sisters? *

Yes ▾

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

Yes ▾

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

No ▾

‹ Previous   Next ›

16. Indicate whether any school-aged siblings live with your child in the Primary Household by selecting *Yes* or *No* from the drop-down. If *Yes* is selected, enter information regarding those students. You can identify up to six siblings on an application. Click **Next.**

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

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

19. The next step is to upload documentation to validate the date of birth of your child, proof of address, and demonstrate up-to-date immunizations in line with District standards for your child's age group. Choose whether you will upload a deed, lease, or mortgage statement. This will affect how many proofs of address you will need to upload (2 vs. 3).

NOTE: A comments box is available for extra notes parents may want to share with school-based staff. This is important when a child is experiencing homelessness or is in foster care, and in other unique circumstances.

20. Click the appropriate button to upload documents. Then click *Save/Continue.*
- Click here for a video on how to upload using an iPhone.
- Click here for a video on how to upload using an Android phone.

*

| Upload First Proof of Residency Document | Drop files here to select |

*

| Upload Second Proof of Residency Document | Drop files here to select |

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.

*

| Upload Proof of Your Student's Age | Drop files here to select |

*

| Upload Student Immunization Records | Drop files here to select |

*Optional

| Upload Transcript or Report Card | Drop files here to select |

*Optional

| Upload Photo ID of Parent/Guardian | Drop files here to select |

*Optional

| Upload Student Special Ed / IEP Documentation | Drop files here to select |

*Optional

| Upload Second Immunization Records Document | Drop files here to select |

< Previous

Cancel   Save/Continue

21. Once all information is entered, a green *Completed* tag will indicate the section is complete, and you can click **Save/Continue**.

NOTE: Registering more than one student per application is not allowed. <u>DO NOT</u> click the **Add New Student** button. Applications for more than one student will be rejected.

22. Click **Click Here To Sign**.

23. To provide digital signature, click **Sign.**

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

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.

Back   Application Summary PDF   Submit

25. When your application is submitted, you can view it in PDF form, which can be saved to your hard drive or printed.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

Application Summary PDF

Returning to an Application

If you are working on an application and need to stop, you can return to it later and pick up where you left off in the application. You can then complete and submit the application. After you have submitted your application, it will be carefully reviewed by staff at the school to ensure completion and accuracy. If any part of your application is found to be incomplete, you will be notified through email. As a part of the process, the entire application will be "unsubmitted." **An unsubmitted application will still contain all of the information you originally entered. You will not need to start the process from a "blank" application.**

When an application is unsubmitted, you will receive an email from the school informing you that either:
- *Your uploaded residency documents are not acceptable*
- *Your uploaded Proof of Age document is not acceptable*
- *Your child will not be five years of age on or before 9/1 for the school year identified on your application (kindergarten only)*
- *Your child's immunizations are incomplete*

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

1. To return to your application, access the Online Registration tool by visiting the Office of Student Enrollment and Placement's website (phlasd.org/studentplacement). Click on the blue button labeled *New Student Registration*.

2. The *New Student Registration* page includes multiple resources for parents and guardians who are preparing to register their student for the upcoming school year, including descriptions of required documents and instructional guidance on how to register your child online. Review these materials. To begin the Online Registration process for your child, click the green *Online Registration (OLR)* link:
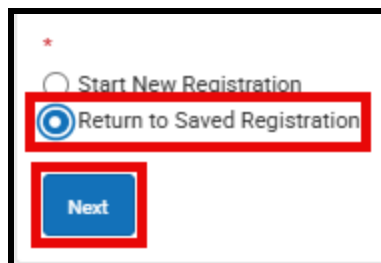

3. The ***Online Registration Welcome Screen*** will display. Click the button before the statement that reads *Return to Saved Registration*. Then, click ***Next***.

4. To access your saved registration, enter the following information for the person who originally submitted the application <u>exactly</u> as it was originally entered:
   - First and last name
   - Birth Date
   - Email Address
   - Sibling Response Question (Yes/No)
   - Application Number

Parent/Legal Guardian First Name *

Sample

Parent/Legal Guardian Last Name *

Parent

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

07/07/1977

Parent/Legal Guardian Email Address

parent@email.com

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'.
*

No

Application Number
*

73068

NOTE: If any of the above information is not entered <u>exactly</u> as it was originally, an error message will appear at the bottom of the screen. Review each field carefully to ensure accuracy.

2fpmb

❗ This field is required

Begin Registration

5. Complete the *Captcha* and click ***Begin Registration***. Review your application, making sure to enter accurate information and upload documents that are clear to read, in the correct places. Resubmit when all required information/documents has been successfully included.

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

27