



## ENROLLMENT GUIDELINES

### Overview:

When a pupil applies for admission to any school, it becomes the responsibility of the school to complete enrollment if he/she resides within the boundary lines, or immediately secure accurate information as to where the pupil should apply.

Resident students have a legal right to attend until age 21, unless they have completed a program through graduation or have been validly expelled. Accordingly, such students who wish to return to school must be permitted to enroll or re-enroll in regular daytime classes.

### Procedures:

Effective immediately the following procedure superseded all previous procedures and practices regarding the enrollment process of students into School District of Philadelphia school programs.

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

### Requested Information:

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

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

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

### Required Documentation

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

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

- Child's original birth certificate
- Notarized copy of the child's birth certificate
- Child's valid passport
- Original baptismal certificate indicating the child's date of birth
- Copy of the record of baptism – notarized or duly certified and showing the date of birth
- Notarized statement from the parents or another relative indicating the date of birth
- Prior school records indicating the date of birth

#### 2. **Immunization Record (One of the following is required)**

Acceptable documentation includes:

- The child's immunization record
- A written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress,



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- Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

### Exemption from immunization

1. *Medical exemption.* Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this subchapter.
2. *Religious exemption.* Children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Please note: If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and keeping up with the timeline of the series (e.g. student just got shot one and he/she will get shot two in thirty days from shot one). Please [click here](#) to view the Philadelphia Department of Health Division of Disease Control Immunization Program's Philadelphia Immunization Requirements for School Entry.

### 3. **Proof of Address (Only two (2) of the following is required)**

Acceptable documentation includes: One of the documents must be a deed, notarized lease, or utility bill. Information should be within the last ninety (90) days. *Schools should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation.*

Deed	Valid DOT identification card
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	Recent bank statement with 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
Fostercare/child care 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
Original lease with name(s) of parents/legal guardians and children	Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement



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#### **4. Parent Registration Statement (Included in the EH40 Student Registration Form provided by the school)**

A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13-1304-A. A school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the school can provide the student with alternative education services during the period of expulsion. 24 P.S. § 13-1317.2(e.1) If the disciplinary record or sworn statement indicates the student has been expelled from a school in which he was previously enrolled, for reasons other than a weapons offense, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the district.

#### **5. Home Language Survey (Included in the EH40 Student Registration Form provided by the school)**

All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.