

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF STUDENT ENROLLMENT AND PLACEMENT
440 NORTH BROAD STREET, SUITE 111
PHILADELPHIA, PA 19130

Danielle N. Seward
Deputy Chief

Phone: 215-400-4290
 Fax: 215-400-4291

Penn Alexander Elementary School
2018 Kindergarten Registration Process

The following are the guidelines and timelines that will govern how the application and selection process will be conducted to register students to the Kindergarten classrooms of the Penn Alexander Elementary School (PAS) for the 2018-2019 school year.

Penn Alexander Kindergarten Lottery Process Timeline	
Registration dates	Tuesday January 16, 2018 to Friday, February 09, 2018
School staff sends final list to OSEP via email.	February 14
School District processes applications	February 15-16
Lottery letters mailed to students homes:	By Friday, February 23

General Guidelines

- Only children who reside within the PAS Catchment are eligible for the lottery. All applications received after February 09, 2018 will be placed on a wait list. Two proofs of residency within the catchment area are required upon submission of the registration materials. Showing two proofs of residency at the time school opens, is also required.
- Office of Early Childhood Education will compile a list of Head Start students residing in the Penn Alexander Catchment to be given to the school. Office of Early Childhood Education will also notify their centers regarding the PAS Kindergarten registration timeline.
- Office of Specialized Services will compile a list of Early Intervention students residing in the Penn Alexander Catchment to be given to the school. Office of Specialized Services will also notify centers regarding the PAS Kindergarten registration timeline.
- Head Start and Early Intervention registration materials must be received within the registration dates. Applications received after February 09, 2018 will be placed on a wait list. Two proofs of residency within the catchment area are required upon submission of the registration materials.
- This notice will be reviewed annually and placed on the School District website when the School District announces Kindergarten registration on or before December 1. All notices will be translated into the District's eight major languages.
- All registration forms must be returned to PAS on or before the deadlines between 8:00 a.m. -3:00 p.m.
- All admission decisions will only be communicated in writing via a letter mailed to the home of the student. Admission decisions will not be communicated over the telephone nor will admission letters be given to parents coming to the Office of Student Enrollment and Placement.