



**Penn Alexander Elementary School
2022-2023 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 2022-2023 school year. **All applications must be submitted through the online registration system (OLR).**

Penn Alexander Kindergarten Lottery Process Timeline	
Registration dates	Tuesday, January 18, 2022 to Friday, February 4, 2022
School staff sends final list to OSEP via email.	Friday, February 11, 2022
School District processes applications	February 14, 2022 – February 18, 2022
Lottery letters mailed to students homes:	Friday, February 25, 2022

General Guidelines

- Only children who reside within the PAS Catchment are eligible for the lottery. All applications received after the close of the Kindergarten registration period will be placed on a wait list and will not be considered in the lottery process. Applications will be assigned to the waitlist in the order that they are received beginning with the first number after the lottery assigned students. Applications are considered complete once it has been marked complete by the school secretary.
- Two documents confirming residency within the catchment are required upon submission of the registration materials with one document being a Deed, a notarized lease, utility bill or government issued information. Water Bills, Residency affidavits and Delegations of Parental Responsibility will NOT be accepted. All information including immunizations MUST be submitted for consideration. Information. All applications that meet the residency requirements will be placed in a lottery.
- This notice will be reviewed annually and placed on the School District website when the School District announces Kindergarten registration on or before Friday, January 7th. All notices will be translated into the District’s eight major languages.
- All registration forms must be submitted to PAS on or before the deadline. The system will no longer take applications at 11:59pm on Friday, February 4, 2022.
- All enrollment decisions will only be communicated in writing via email to the email address used in completing the application. Enrollment decisions will not be communicated over the telephone nor will letters be given to parents by the Penn Alexander School or the Office of Student Enrollment and Placement.
- For more information on the online registration process, please visit www.philasd.org/studentplacement/registration



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Proof of Address

Proof of Address (Two (2) of the following is required)

Acceptable documentation includes the listed items below: One of the documents must be a deed, notarized lease, or utility bill. All residency information will be verified for accuracy. Additional information may be required during the verification process.

Deed	Valid DOT identification card
Mortgage settlement sheet	Current credit card bill
Current utility bill (gas, electric)	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
Foster care/child care and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency	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	