

**Penn Alexander Elementary School
2023-2024 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 2023-2024 school year. **All applications must be submitted through the online registration system (OLR).**

Penn Alexander Kindergarten Lottery Process Timeline	
Registration dates	Tuesday, January 17, 2023 to Friday, February 3, 2023
School staff sends final list to OSEP via email.	Monday, February 6, 2023
School District verifies applications	February 6, 2023 – February 10, 2023
Lottery letters mailed to students homes:	Friday, February 17, 2023

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 6th. 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 3, 2023.
- 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.
- To register or for more information on the online registration process, please visit www.philasd.org/studentplacement/registration

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. Also you will be required to bring current proof of address on the first day of school.

Deed	Letter from Public Assistance Office with current address
Mortgage settlement sheet	Valid driver’s license or change of address card with your current address
Current utility bill (gas, electric)	Foster care/child care and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
Recent property tax bill	Voter Registration Card showing current address
Current credit card bill	Letter from Social Security Office with current address
Recent bank statement with current address	IRS Statement or other wage and tax statements e.g., W2, 1040, 1099
Valid DOT identification card	Recent Employer Pay Stub showing current address
Recent vehicle registration	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	



THE SCHOOL DISTRICT OF
PHILADELPHIA

Office of Student Enrollment and Placement

440 North Broad St, Suite 111

Philadelphia, PA 19130

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