

Penn Alexander Elementary School
2024-2025 Kindergarten Registration Process

The following are the guidelines and timeline 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 2024-2025 school year. **All applications must be submitted through the online registration system (OLR) linked below.**

Penn Alexander Kindergarten Lottery Process Timeline
Registration dates: Tuesday, January 16, 2024 to Friday, February 2, 2024
School staff sends final list to SDP OSEP via email: Monday, February 5, 2024
School District verifies applications: February 6, 2024 – February 10, 2024
Notification of lottery results will be mailed to student homes: Friday, February 16, 2024

General Guidelines

- Only children who reside within the PAS catchment area are eligible for the lottery. All applications received after the close of the kindergarten registration period will be placed on a waitlist and will not be considered in the lottery process. Applications will be assigned to the waitlist in the order they are received, beginning with the first number after the lottery assigned students. Applications are considered complete once they have been marked complete by the school secretary.
- Two documents confirming residency within the catchment are required upon submission of the registration materials. Please see the list below for acceptable documentation. **The School District of Philadelphia reserves the right to request additional information to verify the applicant's residence with the catchment.**
- Proof of residency is also required immediately before the first day of school.
- 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, including additional documentation needed to complete the registration process, visit <https://www.philasd.org/studentplacement/kindergarten-registration/>

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

Acceptable documentation includes the listed items below. **The School District of Philadelphia reserves the right to request additional information to verify the applicant's residence with the catchment.**

Deed	Valid DOT identification card
Mortgage settlement sheet	Current credit card
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	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