

**Penn Alexander Elementary School  
2025-2026 Kindergarten Registration Process**

We are excited to announce the registration and lottery process for Kindergarten enrollment at Penn Alexander Elementary School (PAS) for the 2025-2026 school year.

All applications must be submitted through our Online Registration System. To apply, please click on the link for [Online Registration \(OLR\)](#).

**Penn Alexander Kindergarten Lottery Process**

**Registration period:** Tuesday, January 21, 2025, to Friday, February 7, 2025

**School verifies applications:** February 10, 2025 – February 14, 2025

**School sends final list to OSEP:** February 14, 2025

**Lottery notification letters:** Friday, February 21, 2025

Please note: 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.

**General Guidelines**

The following are the guidelines and timeline that will govern how the application and selection process:

- 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 waitlist 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.
- 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.

**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 Programs, 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)
  - a. Child's original birth certificate
  - b. Notarized copy of the child's birth certificate
  - c. Child's valid passport
  - d. Original baptismal certificate indicating the child's date of birth
  - e. Copy of the record of baptism – notarized or duly certified and showing the date of birth
  - f. Notarized statement from the parents or another relative indicating the date of birth
  - g. Prior school records indicating the date of birth

## **2. Immunization Record**

### Exemptions from Immunization

**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.

**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.

## **3. Proof of Address**

- a. In order to establish Philadelphia residency, parents/guardians will need to provide a **Deed, Mortgage statement, or a complete and fully executed current lease and one (1) other form of approved residency documentation**. This documentation includes, but is not limited to: HUD settlement sheet, renters/homeowners insurance, current utility bill (e.g., electric, water, sewer, gas/oil, cable/internet), pay stub, home or cell phone bill, letter from social security/public assistance office, IRS Statement or other wage and tax statements (e.g., W2, 1040, 1099), current credit card bill, current vehicle registration, or bank statement with current address.
- b. **If a Deed, Mortgage statement or a complete and fully executed current lease cannot be provided, parents/guardians must provide three (3) forms of approved residency documentation**. This documentation includes, but is not limited to: HUD settlement sheet, renters/homeowners insurance, current utility bill (e.g., electric, water, sewer, gas/oil, cable/internet), pay stub, home or cell phone bill, letter from social security/public assistance office, IRS Statement or other wage and tax statements (e.g., W2, 1040, 1099), current credit card bill, current vehicle registration, or bank statement with current address.

Information should be dated within the last ninety (90) days.

The District may contact the landlord of any lease for verification or clarification if needed.

The District may complete a home visit to verify residency. If a home visit is completed this visit may qualify as one (1) proof of residency.

4. **Parent Registration Statement:** 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.
5. **Home Language Survey:** 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.

For questions and/or concerns, please contact PAS at 215-400-7760.