General K-12 Enrollment
Getting your child enrolled or pre-registered

Step #1: Use Discover PPS to find your home school

URL: http://www.discoverpps.org/

Discover PPS is a tool designed to make finding a school and fi
Pittsburgh Public School's community. Whether you are looking
about the Early Childhood options in the area, the goal with Dis
easier than ever.

🎓 Not sure which school you are assigned to?

307 Marshall

| 📍 **307 Marshall** Avenue Pittsburgh, PA, USA |
| 📍 **307 Marshall** Road Bethel Park, PA, USA |
| 📍 **307 Marshall** Heights Drive Wexford, PA, USA |
| 📍 **307 Marshall** Road Pittsburgh, PA, USA |
| 📍 **307 Marshall** Drive Penn Hills, PA, USA |

powered by Google

Search Results: 307 Marshall Avenue, Pittsburgh 15214

King PreK-8

K-8 Schools

All Grades

50 Montgomery Place

(412) 529-4160

8:00AM - 2:51PM

LEARN MORE

Perry High School

9-12 Schools

All Grades

3875 Perrysville Ave

(412) 529-3400

7:11AM - 2:11PM

LEARN MORE

2

Step #2: Gathering all of your supporting documents *"4 and in the Door"*

- Please make sure that all documents are summited

- Incomplete enrollments will not be processed and denied

- Incomplete enrollments will be given back until all documents are submitted

1. Proof of child's age (5 yrs. before 9/30)

2. Current Proof of Residency #1

3. Current Proof of Residency #2

4. Current Immunizations for the student

Note: Examples of types of documents you can submit can be found on the top part of the enrollment form (pg.1)

Proof of Child's Age *(copy attached)*:
B=Birth Certificate, **S**=School Record, **R**=Religious Record (i.e. baptismal certificate), **H**=Hospital Record, **P**=Passport, **N**=Notarized Statement from Parent/Guardian

2 Current Proofs of Residency *(check all that apply/copies attached)*:
- Tax Statement
- Mortgage Statement
- Vehicle Registration
- Official Public Assistance Letter/Document
- Utility Bill
- Lease (Notarization not necessary)
- Drivers Licensure/State ID
- Social Security Letter/Document
- Voter Registration Card
- Bank Statement
- Credit Card Statement
- Other

Other submitted/received documentation *(check all that apply)*:
- Current Immunizations
- Blood Lead Level Testing Status
- Student Records
- Photo ID

PPS Enrollment Checklist

Welcome to Pittsburgh Public Schools!
Please have all the required documents on hand before enrolling in person.

- Completed Enrollment Packet for school year attending
  Download this document at www.pghschools.org/enrollment
- Request for prior student records (entering grades 1-12th)

FOUR AND IN THE DOOR

Required Documents:
- Current proof of residency #1
- Current proof of residency #2
- Student's Proof of Age
- Student's current immunizations records

The Enrollment office is the hub for all PPS students. If your child needs additional services, such as special education, we will refer him or her to the appropriate department.

Need more information?
Contact our Central Enrollment by phone at 412-529-3848 or by email studentinfo@pghschools.org. You can also visit our website at www.pghschools.org/enrollment
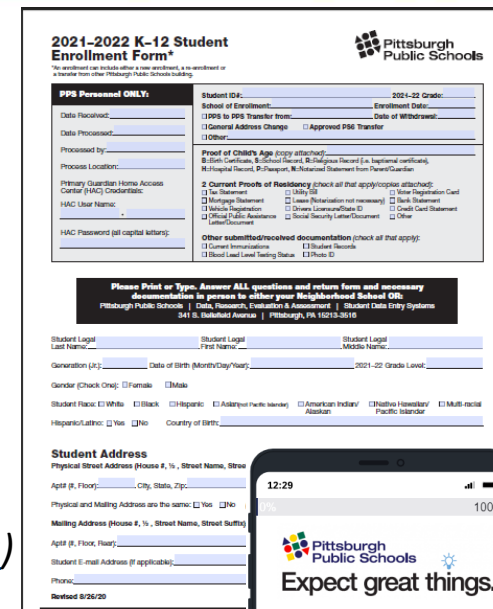
Expect great things.
Pittsburgh Public Schools

Step #3: Choose how you wish to enroll

https://www.pghschools.org/Page/4870

- *Our PPS Enrollment Form pdf*
  - Form is a type-able pdf
  - Can only be done on a computer, but not a smartphone or tablet
  - You will have to mailed, emailed or faxed with all of the supporting documents
  - The enrollment form can be mailed to you as well by Robin Taylor (rtaylor3@pghschools.org)

- *Our PPS Enrollment Form Survey*
  - Must have all supporting documents to upload in order to complete
  - Can be done on an tablet, a computer and a smartphone
  - Cannot be saved to work on at another time, must completed and saved

Step #3: Choose how you wish to enroll

Things to keep in mind when completing the enrollment form/survey

- *Parent email address*: leave an email address so that you can be reached through district or school communications and for you receive your Home Access Credentials (HAC)

- *Primary phone number*: please make the primary phone is a number that robo-calls and district/school communications can reach you at anytime.

- *Primary parent on enrollment*: who ever is listed first will be considered the primary parent, which means that that parent's Home Access Center credentials only can sign-up for magnet lottery

- *Out of state enrollments:* parent's moving into the district at a later date, please make sure to get your Pittsburgh current residency in asap, before June 1

- *Proof age:* the name on your child's proof of age is the official name that child will be registered under

- *Print legibly:* if you choose to handwrite your enrollment form, please print legibly – makes enrollment easier

- *Early Childhood students:* if your child is in a PPS Early Childhood currently, we ask that you still complete an enrollment with the "4 and in the Door" so we have the most up-to-date information on your child.

ALL-IN TO REOPEN OUR SCHOOLS

Step #4: Getting enrollment packet successfully submitted

- *Our PPS Enrollment Form pdf*
  - *Email: Robin Taylor rtaylor3@pghschools.org and Tiffany Buchanan tbuchanan1@pghschools.org*
    - *Please always Cc yourself on any correspondences so you have a copy and attachments*
    - *Please do not email screenshots of the enrollment form, submit the pdf as an attachment*
    - *You may attach clear screenshots of all supporting documents*
    - *Please not email partial documents – the enrollment will not be accepted if incomplete*
  - *Mail: All paperwork to . . . .*
    Central Enrollment Office, Pittsburgh Public Schools Administration Building, DREA,
    Attn: Robin Taylor Room #218, 341 S. Bellefield Ave., Pittsburgh, PA 15213
    - *Incomplete enrollment packets are subject to being mailed back until complete*
  - *Fax: Attn: Robin Taylor 412-325-8101*

- *Our PPS Enrollment Form Survey*
  - *Must have all supporting documents to upload in order to complete*
    - *You cannot go back and upload documents when done*
  - *Please remember to please SAVE your survey if not you will have to start all over again*

Mail* to:	Email* or Fax:
Central Enrollment Office, Pittsburgh Public Schools Administration Building Data, Research, Evaluation and Assessment Attn: Robin Taylor Room #218 341 S. Bellefield Ave. Pittsburgh, PA 15213	Robin Taylor Student Data Systems Specialist Student Support Contact Information for Robin Taylor: Phone: 412-529-3848 - Fax: 412-325-8101 - Email: rtaylor3@pghschools.org
*This option may be slower due to the COVID19 closures.	*Please always CC yourself on emails so that you always have a copy. Any further questions, please feel free to email Ms. Taylor.

Step #5: Enrollment Processing and Home Access Center (HAC)

- *Robin Taylor will process the next year pre-registrations*

- *The home school will be processing current year registrations*

- *Ms. Taylor or the home school will reach out that your child has been registered and provide you with your Home Access Center (HAC) credentials*
  - *Allows the parents to see the progress during school*
  - *The <u>primary parent</u> listed on the enrollment form can go in and sign-in for magnet lottery*
  - *Please give it overnight to use your HAC credentials for magnet lottery*

- *If you are doing a current enrollment and need technology for virtual learning, please reach out to your school to make arrangements. http://www.discoverpps.org/*

- *Magnet lottery: https://www.pghschools.org/Page/4871*

Central General Enrollment Contacts

- *Robin Taylor rtaylor3@pghschools.org*

- *Tiffany Buchanan tbuchanan1@pghschools.org*

Magnet Office Enrollment Contacts

- *Ebony Latham elatham1@pghschools.org*

- *Rhonda Bennett rbennett1@pghschools.org*

Early Childhood Office Enrollment Contacts

- *Website: https://www.pghschools.org/Page/4971*

- *Contact phone:412-529-4291 or Kimberly Schmotzer ksmotzer1@pghschools.org*