



General K-12 enrollment or pre-registration

General K-12 Enrollment

Getting your child enrolled or pre-registered



ALL-IN TO REOPEN OUR SCHOOLS

General K-12 enrollment or pre-registration

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 finding your way into Pittsburgh Public School's community. Whether you are looking about the Early Childhood options in the area, the goal with Discover PPS is easier than ever.

Not sure which school you are assigned to?

- 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



Step #2: Gathering all of your supporting documents “4 and in the Door”

- Please make sure that all documents are submitted
- 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):

<input type="checkbox"/> Tax Statement	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Voter Registration Card
<input type="checkbox"/> Mortgage Statement	<input type="checkbox"/> Lease (Notarization not necessary)	<input type="checkbox"/> Bank Statement
<input type="checkbox"/> Vehicle Registration	<input type="checkbox"/> Drivers License/State ID	<input type="checkbox"/> Credit Card Statement
<input type="checkbox"/> Official Public Assistance Letter/Document	<input type="checkbox"/> Social Security Letter/Document	<input type="checkbox"/> Other

Other submitted/received documentation (check all that apply):

<input type="checkbox"/> Current Immunizations	<input type="checkbox"/> Student Records
<input type="checkbox"/> Blood Lead Level Testing Status	<input type="checkbox"/> 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 412-629-3848 or by email studentinfo@pghschools.org. You can also visit our website at www.pghschools.org/enrollment

Expect great things.
Pittsburgh Public Schools

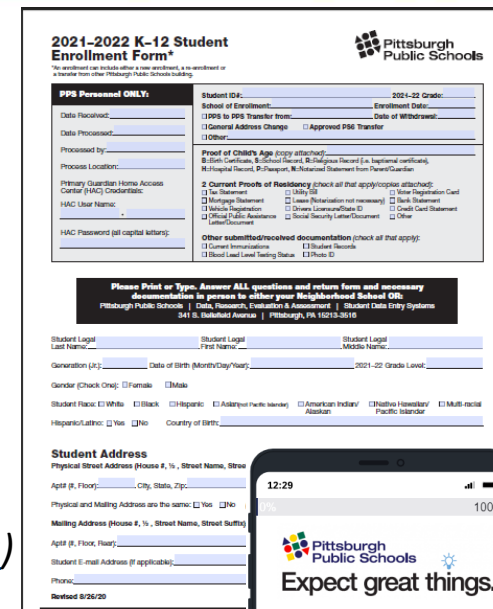
ALL-IN TO REOPEN OUR SCHOOLS

General K-12 enrollment or pre-registration

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



2021-2022 K-12 Student Enrollment Form*

*An enrollment can include either a new enrollment, a re-enrollment or a transfer from other Pittsburgh Public Schools building.

PPS Personnel ONLY:

Date Received: _____
 Date Processed: _____
 Processed by: _____
 Process Location: _____
 Primary Guardian Home Address: _____
 Contact (HAC) Credentials: _____
 HAC User Name: _____
 HAC Password (all capital letters): _____

Student Information:

Student ID#: _____ 2021-22 Grade: _____
 School of Enrollment: _____ Enrollment Date: _____
☐ PPS to PPS Transfer From: _____ Date of Withdrawal: _____
☐ General Address Change ☐ Approved PPS Transfer
☐ Other: _____

Proof of Child's Age (copy attached):

☐ Birth Certificate, ☐ School Record, ☐ Religious Record (if applicable), ☐ Passport, ☐ Hospital Record, ☐ Driver's License, ☐ Naturalization Certificate, ☐ Social Security Card, ☐ Other: _____

2 Current Proofs of Residency (check all that apply/copies attached):

☐ No Statement ☐ Mortgage Statement ☐ Lease (Residential not necessary) ☐ Bank Statement ☐ Utility Bill
☐ Driver's License ☐ Social Security Card ☐ Other: _____

Other submitted/received documentation (check all that apply):

☐ Current Immunizations ☐ Student Records ☐ Other: _____
☐ School Level Testing Sheet ☐ Other: _____

Please Print or Type. Answer ALL questions and return form and necessary documentation in person to either your Neighborhood School OR:
 Pittsburgh Public Schools | Data, Network, Information & Assessment | Student Data Entry System
 341 S. State Street | Pittsburgh, PA 15213-2616

Student Legal Last Name: _____ Student Legal First Name: _____ Student Legal Middle Name: _____
 Generation (J/K): _____ Date of Birth (Month/Day/Year): _____ 2021-22 Grade Level: _____
 Gender (Check One): ☐ Female ☐ Male
 Student Race: ☐ White ☐ Black ☐ Hispanic ☐ American Indian/Alaskan ☐ Native Hawaiian/Pacific Islander ☐ Multi-racial
 Hispanic/Latino: ☐ Yes ☐ No Country of Birth: _____

Student Address
 Physical Street Address (House #, St, Street Name, Street Suffix)
 Apt# (if Floor): _____ City, State, Zip: _____
 Physical and Mailing Address are the same: ☐ Yes ☐ No
 Mailing Address (House #, St, Street Name, Street Suffix)
 Apt# (if Floor): _____
 Student E-mail Address (if applicable): _____
 Phone: _____
 Revised 5/25/20



Please indicate the academic year that the student is being registered for.
 Please note: your child must be 5 by 9/30/15 applying for 2020-2021 school year enrollment for kindergarten

2020-2021 (Current Academic Year)

2021-2022 (Next Year Pre-registration)

What is the grade level the student will be enrolling into for the above school year?
 Please note: your child must be 5 by 9/30/15 applying for 2020-2021 school year enrollment for kindergarten

▼

Student Legal Last Name:

Student Legal First Name:

Pittsburgh Public Schools
K-12 Student Enrollment Form

An enrollment can include either a new enrollment or a re-enrollment into Pittsburgh Public Schools. Due to COVID19 closures to all PPS buildings, we cannot meet with guardians and families in person to review your enrollment documents.

In order to complete this form you will need:

- Evidence of the child's age. This must be a legal document, such as a copy of birth certificate, passport, or baptismal certificate.
- Two current proofs of residency, such as a valid Pennsylvania driver's license or vehicle registration, utility bills, tax statements, lease or mortgage statement, or an official public



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.





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:

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

**This option may be slower due to the
COVID19 closures.*

Email* or Fax:

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

**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 primary parent 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>

Find a School by Grade Range

EARLY CHILDHOOD	K-5	K-8	6-8	6-12	9-12	PROGRAMS
East	South	North/West	Central/Online			
<ul style="list-style-type: none">Alderidge Early HeadstartArsenal Early Childhood CenterCrescent Early ChildhoodDilworth Early ChildhoodFulton Early ChildhoodGreenfield Early ChildhoodLincoln Early ChildhoodLinden Early ChildhoodMinadeo Early Childhood CenterMontessori Early Childhood	<ul style="list-style-type: none">Arlington Early Childhood CenterBeechwood Early ChildhoodBrashear Early HeadstartBrookline Early Childhood CenterCarmalt Early Childhood CenterConcord Early ChildhoodGrandview Early ChildhoodMifflin Early ChildhoodRoosevelt Early ChildhoodWest Liberty Early	<ul style="list-style-type: none">Allegheny Early Childhood CenterCarnegie Science Center Early ChildhoodChartiers Early Childhood CenterChildrens Museum Early Childhood CenterClassical Academy Early Childhood CenterConroy Early ChildhoodKing Early Childhood CenterLangley Early Childhood	<ul style="list-style-type: none">Miller Early Childhood CenterUniversity Prep Early ChildhoodWell Early Childhood CenterDistrict InformationOnline Academy			



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

