

# General K-12 Enrollment

*Getting your child enrolled or pre-registered*





# 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 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

- 📍 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



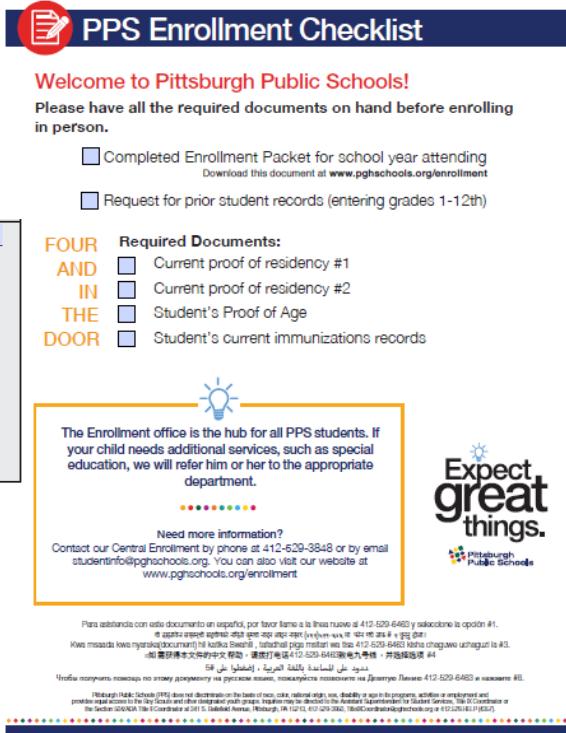
## ***Step #2: Gathering all of your supporting documents “4 and in the Door”***

- 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).*

<b>Proof of Child's Age (copy attached):</b>	<input type="checkbox"/> B=Birth Certificate, <input type="checkbox"/> S=School Record, <input type="checkbox"/> R=Religious Record (i.e. baptismal certificate), <input type="checkbox"/> H=Hospital Record, <input type="checkbox"/> P=Passport, <input type="checkbox"/> N=Notarized Statement from Parent/Guardian	
<b>2 Current Proofs of Residency (check all that apply/copies attached):</b>		
<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 Licensure/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
<b>Other submitted/received documentation (check all that apply):</b>		
<input type="checkbox"/> Current Immunizations	<input type="checkbox"/> Student Records	
<input type="checkbox"/> Blood Lead Level Testing Status	<input type="checkbox"/> Photo ID	





# 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](mailto:rtaylor3@pghschools.org))

2021-2022 K-12 Student Enrollment Form\*

For enrollment or re-enrollment into a new enrollment, a re-enrollment or a transfer from other Pittsburgh Public Schools building.

PPS Personnel ONLY:

Student ID#:

School of Enrollment: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

PPS Transfer from: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

Change of Address Change  Approved PPS Transfer

Other \_\_\_\_\_

Processor Location:

Primary Guardian Home Access Control (HAC) Credential:

HAC User Name: \_\_\_\_\_

HAC Password (all capital letters): \_\_\_\_\_

Proven of Child's Age (copy/paste or attach):

Birth Certificate, School Record, Baptismal Record (a. baptismal certificate, b. baptismal certificate, c. baptismal certificate)

Copy of Birth Certificate  Copy of Baptismal Record  Copy of School Record

Tax Return  Utility Bill  View Registration Card

Marriage Certificate  Lease Agreement  Birth Statement

Voter Registration  Birth Certificate  Birth Statement

Official Public Assistance  Social Security Letter Document  Other

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

Current Immunization  Birth Certificate  Other Records

Birth and Death Record  Social Security Card  Photo ID

Please Print or Type. Answer ALL questions and return form and necessary documentation to the Pittsburgh Public Schools Building Office in person or mail to:

Pittsburgh Public Schools | Data, Research, Evaluation & Assessment | Student Data Entry Systems  
341 St. Buffaloe Avenue | Pittsburgh, PA 15213-3116

Student Legal Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Generation (e.g.): \_\_\_\_\_ Date of Birth (Month/Day/Year): \_\_\_\_\_ 2021-22 Grade Level: \_\_\_\_\_

Gender (check one):  Female  Male

Student Race:  White  Black  Hispanic  Asian/Pacific Islander  American Indian  Native Hawaiian/Pacific Islander  Multi-racial

Hispanic/Latino:  Yes  No Country of Birth: \_\_\_\_\_

Student Address

Physical Street Address (House #, Street Name, Street Suffix): \_\_\_\_\_ Apt #, Floor: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Physical and Mailing Address are the same:  Yes  No

Mailing Address (House #, Street Name, Street Suffix): \_\_\_\_\_ Apt #, Floor, Room: \_\_\_\_\_

Student E-mail Address (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Revised 8/26/20



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:

12:29 100%

Pittsburgh Public Schools  
Expect great things.

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.





# General K-12 enrollment or pre-registration

## ***Step #4: Getting enrollment packet successfully submitted***

- Our PPS Enrollment Form pdf***

- Email: Robin Taylor [rtaylor3@pghschools.org](mailto:rtaylor3@pghschools.org) and Tiffany Buchanan [tbuchanan1@pghschools.org](mailto: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*

<b>Mail* to:</b> 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	<b>Email* or Fax:</b> Robin Taylor Student Data Systems Specialist Student Support Contact Information for Robin Taylor: Phone: 412-529-3848 - Fax: 412- 325-8101 - Email: <a href="mailto:rtaylor3@pghschools.org">rtaylor3@pghschools.org</a>
<i>*Please always CC yourself on emails so that you always have a copy. Any further questions, please feel free to email Ms. Taylor.</i>	





# General K-12 enrollment or pre-registration

## ***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				
<a href="#">Alderdice Early Headstart</a>	<a href="#">Arlington Early Childhood Center</a>	<a href="#">Allegheny Early Childhood Center</a>	<a href="#">Miller Early Childhood Center</a>				
<a href="#">Arsenal Early Childhood Center</a>	<a href="#">Carnegie Science Center Early Childhood</a>	<a href="#">Carmalt Early Childhood Center</a>	<a href="#">University Prep Early Childhood</a>				
<a href="#">Crescent Early Childhood</a>	<a href="#">Charters Early Childhood Center</a>	<a href="#">Concord Early Childhood Center</a>	<a href="#">Weil Early Childhood Center</a>				
<a href="#">Dilworth Early Childhood</a>	<a href="#">Brashear Early Headstart</a>	<a href="#">Grandview Early Childhood Center</a>	<a href="#">District Information</a>				
<a href="#">Fulton Early Childhood</a>	<a href="#">Brookline Early Childhood</a>	<a href="#">Mifflin Early Childhood</a>	<a href="#">Online Academy</a>				
<a href="#">Lincoln Early Childhood</a>	<a href="#">Carmalt Early Childhood Center</a>	<a href="#">Roosevelt Early Childhood Center</a>					
<a href="#">Linden Early Childhood Center</a>	<a href="#">Conroy Early Childhood Center</a>	<a href="#">West Liberty Early Childhood Center</a>					
<a href="#">Minadeo Early Childhood</a>	<a href="#">Grandview Early Childhood Center</a>						
<a href="#">Montessori Early Childhood</a>	<a href="#">Mifflin Early Childhood</a>						
	<a href="#">Roosevelt Early Childhood Center</a>						
	<a href="#">West Liberty Early Childhood Center</a>						



## ***Central General Enrollment Contacts***

- *Robin Taylor* [rtaylor3@pghschools.org](mailto:rtaylor3@pghschools.org)
- *Tiffany Buchanan* [tbuchanan1@pghschools.org](mailto:tbuchanan1@pghschools.org)

## ***Magnet Office Enrollment Contacts***

- *Ebony Latham* [elatham1@pghschools.org](mailto:elatham1@pghschools.org)
- *Rhonda Bennett* [rbennett1@pghschools.org](mailto: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](mailto:ksmotzer1@pghschools.org)

