



**Chester Community Charter School  
High School Readiness  
Public School Application and  
Enrollment Guidelines  
2024-2025**

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# Philadelphia High School Categories:

## → Public Schools

- ◆ District Schools:
  - Neighborhood
  - City-Wide
  - Special Admissions
- ◆ Charter Schools:
  - Traditional
  - Renaissance
- ◆ **Magnet Schools:** Magnet schools are part of the Philadelphia public school system. However, any scholar in Philadelphia can attend these schools. These schools have admission criteria focus and still meet state standards.

## → Private Schools:

- ◆ Catholic
- ◆ Independent

## **Philadelphia School Types:**

- **Criteria-Based schools:** Each of these high schools has its own set of admissions criteria related to attendance, punctuality, behavior, grades, and standardized test scores. Students citywide may apply to these special admission high schools but must meet the criteria to be considered for admission.
- **City-Wide schools:** These high schools accept students from across the city. City-wide schools do not have admission criteria and interested students are selected through an impartial lottery process.
- **Catchment schools:** These high schools have an open admissions policy for students who have attended grade eight in the school's feeder pattern. Students outside the catchment can still apply, using the Selection process.

# Philadelphia School District School Selection Process

The Philadelphia School District Selection process will Begin **September 13, 2024, @ 4:00 p.m. and will close October 23, 2024, @ 11:59 p.m.**

## **About The District's school selection process:**

- uses a centralized lottery and waitlist system
- applies school-specific grades and attendance criteria
- makes the online application available in 10 different languages
- opens each fall, and closes each spring – this is the only application window for school selection

**Note:** This application process **does not include other charter or tuition-based schools** like Catholic or Friends Schools.

# Philadelphia School District School Selection Process



*PSD Online App*

## **Application Process:**

The School District of Philadelphia is currently offering families two ways to register their children in school:

1. Register using the paper application at the school connecting to the home address. Families are encouraged to contact the school connected to their home address to see if an appointment is necessary. If so, please schedule your appointment with the school to register your child. You must bring the required enrollment documents (proof of child's age, immunization record, and two proofs of address)
2. Register using the Online Registration (OLR). The OLR allows families to complete the enrollment process online, without coming in contact with District staff. Before starting this process, we encourage families to follow all instructions carefully and have all the proper documents in electronic format. ( Philadelphia Charter Schools have a separate application)

## **Documents needed For Online Registration:**

- **Proof of child's age (One of the following is required):**
  - Acceptable documentation includes (the following examples and not a conclusive list):
  - Child's original birth certificate
  - Notarized copy of the child's birth certificate
  - Child's valid passport
  - Original baptismal certificate indicating the child's date of birth
  - Copy of the record of baptism – notarized or duly certified and showing the date of birth
  - Notarized statement from the parents or another relative indicating the date of birth
  - Prior school records indicating the date of birth
  
- **Immunization records:**
  - **Exemption From Immunization**
    - (a) 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 sub-chapter.
    - (b) 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.
  - **Please note: If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and keeping up with the timeline of the series (e.g. student just got shot one and they will get shot two, in thirty days).**

- **Proof Of Residency (Only (2) of the following:**

- Schools should be flexible in verifying residency, and consider what information is reasonable in light of the family's situation. Acceptable documentation includes:

<b>Deed</b>	<b>Valid DOT Identification Card</b>
<b>Mortgage settlement sheet</b>	<b>Current credit card bill/statement</b>
<b>Current utility bill within the last 60 days (Gas, Electric, Cable, Telephone)</b>	<b>Recent vehicle registration</b>
<b>Recent Property tax bill</b>	<b>Voter Registration Card showing current address</b>
<b>Valid driver's license or change of address card with your current address</b>	<b>Recent bank statement with current address</b>
<b>Letter from Social Security Office with current address</b>	<b>IRS Statement or other wage and tax statements with current address e.g., W2, 1040 Form, 1099 Form</b>
<b>Letter from Public Assistance Office with current address</b>	<b>Recent employer Pay Stub showing current address</b>
<b>Original lease with name(s) of parents / legal guardians</b>	<b>Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement</b>
<b>A letter from DHS or CUA is acceptable for registration when a student is in the foster care system.</b>	<b>If you do not have proof of address due to a displaced living situation, please reach out to Education for Children and Youth Experiencing Homelessness for assistance (<a href="mailto:ecyeh@philasd.org">ecyeh@philasd.org</a>).</b>

## **Online Registration Process:**

In Order to complete the online registration the Philadelphia school district has provided parents with the Online Registration Stepper. This document provided you with step-by-step instructions on how to complete the registration process successfully. Link: [OLR Stepper English](#)



[OLR Stepper Spanish](#)



### **How to Videos:**

#### **Logging On and Getting Started:**

- <https://youtu.be/XX6X6h91xIY>



#### **Adding Household Information:**

- <https://youtu.be/3wpBUvf3Ifw>



#### **Adding Emergency Contact Information:**

- [https://youtu.be/d\\_7oAymjZ9A](https://youtu.be/d_7oAymjZ9A)



#### **Adding Student Information:**

- <https://youtu.be/q6Yph6kaqBM>



#### **Resubmitting to an application:**

- <https://youtu.be/-RbOwmhDdU8>



#### **Adding a Parent at a different address:**

- <https://youtu.be/twSVJuQj0nk>



#### **Scanning a document on an iPhone:**

#### **Scanning a document on an Android:**

- <https://youtu.be/twSVJuQj0nk>



<https://youtu.be/SuTac71WcH0>



***Must Live in Chester Upland District***  
**Chester Upland School District Checklist:**

***In-Person Registration Instructions***

REGISTRATION LOCATION: • 232 W. 9th Street, 1st floor Admin Wing (Chester high school)

- Withdrawal/Transfer Form - from the previous school
- Copy of last report card or transcript
- Birth certificate
- Immunization Verification Forms: The following forms are required for enrollment:
  - 4 doses ofDTaP + 1 booster ... Total of 5 shots (Diphtheria, Tetanus)
  - 4 Polio (OPV or IPV)
  - 2 MMR (Measles, Mumps and Rubella)
  - 2 Varicella (Chicken Pox) o 2 Meningitis (1 of them after age 16)
  - 3 Hepatitis B (3rd dose MUST BE AFTER THE FIRST 2)
  - ALL SHOTS MUST BE ADMINISTERED BEFORE CHILDREN CAN START SCHOOL.
- • Lease, Deed, or Mortgage Book (MUST be in the name of the parent or guardian)
  - o If you live with a resident of CUSD, a lease, or deed to a property must be provided by that resident and your application will be processed under the CUSD Multiple Occupancy procedure.
  - If your child lives with a resident of CUSD, a Parental Delegation Form must be on file and the resident must complete the application process.
  - Both forms are available at the CUSD Administrative Office, 232 W 9th Street.
- Any two of the following:
  - Valid Driver's License
  - Utility Bill ( electric/gas, phone bill) within 30 days of showing your current name and address
  - Current and Valid PA State Assistance Verification Form
- For Foster students, a copy of your Agency Letter

**PLEASE BE AWARE THAT INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.**

**\*\*\* This does not refer to or include STEM. STEM has a separate application process\*\*\***

*Must Live in Chichester District*

# Chichester School District Checklist



Online Registration

New student registration will require a full registration process that can likely be completed fully online. Residency documents will need to be uploaded to the PowerSchool Enrollment system. Please ensure your information is double-checked and accurate before hitting the final submit button.

- Required Documents include:
- State-issued copy of the student's birth certificate
- Valid PA Parent Driver's License or PA State Identification
- Immunization records
- Lease, Mortgage, or Tax Bill (Proof of Residency)
- (3) Current bills required

## ***Must Live in Ridley District***

# **Ridley School District Checklist**

### ***In-Person Registration***

To enroll a student in the Ridley School District, please make an appointment with the counseling office at the high school.

**Ridley High School - Counseling Office**

**610.534.1900**

**Ext. 1260**

Note: If your child has an IEP or receives any special education services such as reading support, math support, or speech/language support, or has a 504 Plan requiring accommodations for Health/Physical needs, you are required to meet with a representative of the special education department to ensure proper placement. Please contact the Special Education Office at 610.534.1900 x1124 for an appointment following your appointment with the school.

Required documentation includes

#### **Proof of Age [24 P.S. §13-1304]**

- Original or certified official birth certificate or original or certified baptismal certificate

#### **Immunization Records [24 P.S. §13-1303a]**

- Certificate of immunization issued in accordance with the rules and regulations of the Pennsylvania Secretary of Health and the Advisory Health Board. Students who are not immunized as required by the Pennsylvania Department of Health, or who are not medically or religiously exempt may not be admitted to school.

#### **Proof of Residence [24 P.S. §13-1302]**

The parent/guardian must provide a minimum of three documents to show proof of residency in addition to a Pennsylvania driver's license or state ID card. You will need to bring:

One form of documentation from this list: Property Deed

- Lease with the name of the child(children) on the lease
- Mortgage Coupon Book
- Mortgage Statement
- Current Tax Bill\*
- Occupancy permit issued by the local municipality for the residence in question

Two forms of documentation with district address from this list:

- Current utility bill

- Bank statement
- Welfare/UC ID
- IRS statement
- DPA Health Card

\*You may obtain a copy of your current tax bill by contacting your local tax office:

Eddystone Borough - 484.648.1927

Ridley Park Borough - 610.521.2026

Ridley Township - 610.534.4807

***Must Live in southeast Delco District***

**SOUTHEAST DELCO SCHOOL DISTRICT CHECKLIST**

All new parents/guardians will begin the registration process by obtaining a registration packet at one of our schools, or at the Educational Service Center. Parents must make an appointment with the school district's registrar at 610.522.4300, extension 5301, and bring the completed registration packet (including the forms listed below) to the Educational Service Center.

In order for students to be enrolled in the Southeast Delco School District, ALL of the following documents must be presented by the parent or legal guardian at the time of registration. The student's registration will remain incomplete until all the documents are presented.

**1. Parent / Guardian Proof of Residency / Ownership:** The parent/guardian must present PROOF OF OWNERSHIP of the property in the district that may be in the form of a deed, tax bill, or mortgage payment book. If leasing a property, the parent's name must be indicated on the lease. The landlord, real estate company, or apartment manager may be contacted for verification.

**Multiple Occupancy Affidavits** are required when a parent/guardian is residing with friends or relatives. The Parent and homeowner/lessee each complete a multiple occupancy affidavit that is a sworn statement attesting to the parent's residency. The affidavits indicate that the parent and homeowner/lessee are both responsible for tuition if the student is dis-enrolled for nonresidency. **THESE FORMS MUST BE NOTARIZED.**

All multiple occupancy applications will be reviewed to determine if a residency investigation is necessary. Township code enforcement officers will be contacted to verify multiple living arrangements. The homeowner will be required to verify ownership and provide one form of identification.

**Multiple Occupancy Applications and Custody Affidavits are to be updated yearly.** The SoutheastDelco School District Registration Office will contact the parent when updated affidavits are required.

There may be a three-day waiting period for enrollment, or longer, for multiple occupancy applications. During this time, a home visit may verify the living arrangement. After enrollment, follow-up procedures may include home visits and telephone calls.

**2. Identification:** The parent/guardian must also present three forms of identification—a driver's license, (or any other picture identification) and two utility bills with their address. Parents/guardians may be required to submit car registrations and car insurance information.

**3. Immunization Records:** Student immunization records are required for enrollment. In the case of a transfer student, an immunization record must be obtained from the previous school and presented at registration. The following inoculations are required according to STATE LAW. No student will be enrolled without immunization records signed by a medical doctor.

***Students in ALL grades (K-12) need the following immunizations for attendance:***

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 3 doses of hepatitis B
- 2 doses of measles, mumps, and rubella \*\*
- 2 doses of varicella (chickenpox)

\* Usually given as DTP or DTaP or DT or Td

\*\* Usually given as MMR

Students in grades 7 through 12 have ADDITIONAL immunization requirements for attendance:

- 2 doses of meningococcal conjugate vaccine (MCV)
- The first dose is given at 11 – 15 years of age; a second dose is required at age 16 or entry into 12th grade
- If the dose was given at 16 years of age or older, only one dose is required
- 1 dose of tetanus, diphtheria, or acellular pertussis (Tdap) if five years have passed since the last tetanus immunization

**4. Certificate of Birth:** A birth certificate, hospital certificate, or baptismal certificate is required to certify the student's date of birth. A certificate of birth is mandatory for all kindergarten and first-grade students who are registered. A birth certificate is required for all transfer students.

**5. Social Security Card:** The student's Social Security number is requested at registration for identification purposes

**6. Transfer Card, Educational Records:** A transfer from indicating the student's current grade is required for students who are transferring from either private or public schools. Parents must also sign a Release of Records form to release the student's records from the previous school. A report card, IEP for special education, and other educational records are needed for placement. High school transfer students must present a transcript of all their high school courses/grades before a schedule is issued.

**7. Custody Documents:** When a student resides with a guardian in the district, the Affidavit of Custody Responsibility form must be completed by the biological parent and the guardian. The Affidavit stipulates that the resident guardian is supporting the child "gratis," that is, assuming full financial and personal responsibility for the child in accordance with Section 1302 of the school code. Guardianship may not be assumed for the purpose of enrollment in the Southeast Delco School District. The District will consider, as best evidence, a court document stipulating dependency or guardianship

**8. Agency Placed:** Students are accepted when placed with a district resident by a social services agency. A letter of verification from the agency is required for admission.

**9. Parental Custody:** Students may attend Southeast Delco School District schools when they are physically residing with the district parent, regardless of which parent has legal custody.

**10. Additional Review:** The district reserves the right to review all enrollment applications. Students will be placed in school as soon as this process is completed. Students will not be enrolled if the information presented is determined to be inaccurate.

**11. Change of Address:** The parent must notify the registrar of a change of address and present new proof of residency. The Southeast Delco School District Registration Office will contact the parent if this information is not presented within 10 days after a change of address.

*Must Live in Upper Darby District*

# Upper Darby School District



Online Registration

## Required Documentation

The following items are required to register your student(s):

- Proof of your child's date of birth (birth certificate, hospital certificate, baptismal certificate, or passport are all acceptable).

**NOTE:** Children must be 5 years of age by August 31st to begin Kindergarten.

- A complete list of immunizations and the date on which they were received. A current physical and dental form.

More detailed information may be found by clicking [Vaccination Requirements](#). Students without the required vaccinations may be excluded from school.

Pennsylvania immunization requirements:

- DPT (Diphtheria/Pertussis/Tetanus): Four (4) required, with one after age 4
- Polio (OPV/IPV): Four (4) required, with one after age 4
- MMR (Measles/Mumps/Rubella): Two (2) required, with the first dose on or after age 1
- Hepatitis B: Three (3) required, must be properly spaced
- Varicella (Chicken Pox): Two (2) required, the first dose on or after age 1 or history of the disease (must provide date)

**NOTE:** Students entering grades 7 through 12 require the following additional vaccines:

- Tdap (Tetanus/Diphtheria/Pertussis): one (1) required, if more than 5 years since the last DPT
- MCV (Menactra - meningococcal conjugate): one (1) required.

**As of the 2017-2018 school year: 12th-grade students require a second dose of MCV (Menactra - meningococcal conjugate) unless the first dose was given at age 16 or older.**

- Two (2) of the following items are needed to prove residency: a copy of the deed, current township/county tax bill, current mortgage statement or a copy of the fully executed/signed lease with the landlord's name and contact information, a current utility bill (gas, electric, oil, water, phone or cable)
- Parent/Guardian Identification: Driver's License or Passport
- IEP and evaluation report, if applicable

# William Penn School District



Online Registration

## **Proof of child's age**

Any one of the following constitutes acceptable documentation:

- birth certificate
- notarized copy of birth certificate
- baptismal certificate
- copy of the record of baptism – notarized or duly certified and showing the date of birth
- notarized statement from the parents or another relative indicating the date of birth
- a valid passport
- a prior school record indicating the date of birth

## **Immunizations required by law**

Acceptable documentation includes:

- the child's immunization record
- a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress,
- verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow

## **Proof of residency (2 documents are required)**

Acceptable documentation includes:

- driver's license
- DOT identification card
- vehicle registration
- current utility bill
- current credit card bill
- property tax bill
- a lease
- a deed

## **Additional documents**

The following items may be requested at the time of registration but are not required for school registration.

- Student's last report card
- IEP or 504 Documents
- Court/Custody Order or Guardianship paperwork

### **Uploading documents**

You must upload the required documents for school registration.

Use a scanner and upload the document to your application

Take a picture with your mobile device.

Email the picture to your personal email address.

Save the document to your computer.

Upload the image to your application.

iPhones – Go to Notes and select the scan option

Download Adobe Scan App