# Kindergarten Registration Options

**Beginning August 17\(^{th}\), 2020**

<table>
<thead>
<tr>
<th>Method</th>
<th>Location</th>
<th>Directions</th>
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<tbody>
<tr>
<td>Register Online</td>
<td><a href="https://bit.ly/3iyp7Xl">https://bit.ly/3iyp7Xl</a></td>
<td>Register by phone, computer, or tablet in nine languages. Follow the links to register and upload documents.</td>
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<tr>
<td>Register by Phone</td>
<td>Call: 215-400-8180</td>
<td>Families can contact the school directly to complete the registration process over the phone with the secretary, Ms. Jones. Leave a message and someone will get back to you within 24-48 hours.</td>
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<tr>
<td>Register at 440 N.</td>
<td>440 N. Broad Street</td>
<td>The Office of Student Enrollment and Placement will offer in person registration services by appointment only. In-person registration will be available twice a week from 10:00am – 2:00pm at the Education Center. An appointment is required, no walk-ins accepted.</td>
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<tr>
<td>Broad</td>
<td></td>
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<tr>
<td>Register by Drop Box</td>
<td>440 N. Broad Street</td>
<td>The Office of Student Enrollment and Placement will accept and process paper applications. A secure drop box will be located in the lobby of the Education Center, and available for families to submit paper registrations during regular office hours, Monday – Friday, 8:30am – 4:30pm.</td>
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<tr>
<td>Service</td>
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### What documents do I need to register my child?

- **Proof of your student’s age** (i.e. birth or baptismal certificate and medical records with student’s date of birth)
- **Two (2) documents showing your address** (i.e. lease, deed, or utility bills with your name and the address in which you reside)
- **Immunization records**
- **Government issued parent/guardian photo ID** (recommended, not required)
- **An email address**

*If you have trouble uploading documents, you can also take a picture of them and email them to bmjones@philasd.org. In the subject of the email put your child’s name and K registration. **SAMPLE EMAIL SUBJECT**: Kia Davis K Registration Documents*

*Your entire must be visible including dates*