

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 200 PUPILS

TITLE: Enrollment of Students

ADOPTED: December 15, 2016

REVISED:

200. ENROLLMENT OF STUDENTS

Authority

The School Reform Commission shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, SRC policy and administrative procedures. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first. [\[1\]](#)[\[5\]](#)

District schools, for purposes of this policy, shall include:

1. Neighborhood schools - schools within the district that have an attendance boundary, where admission priority is given to students living within the particular boundary. Students who live outside of the attendance boundary are either placed into the school through an administrative office placement process or approved to attend the school through the School Selection Process.
2. City wide schools - schools within the district that do not have an attendance boundary and require submission of an application to attend. City wide schools are schools that generally offer specialized courses or areas of study that may concentrate on academics or career and technical programs. Admission to city wide schools is based on established criteria.
3. Special admission schools - schools within the district that do not have an attendance boundary and require submission of an application to attend. Special admission schools are magnet schools which offer a rigorous, enriched curriculum and may concentrate on a particular discipline or area of study. Admission to special admission schools is based on established criteria.

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend district schools, in accordance with SRC policy.[\[7\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[12\]](#)

The district shall normally enroll a school age, eligible student by the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required records and materials normally required for enrollment.[\[13\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative procedures for the enrollment of eligible students in district schools.

Legal References:

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 22 PA Code 11.12
6. 22 PA Code 12.1
7. Pol. 202
8. 24 P.S. 1303a
9. 24 P.S. 1304-A
10. Pol. 203

- 11. Pol. 216.1
- 12. Pol. 138
- 13. Pol. 251
- Pol. 201