The School District of Philadelphia Materials Needed for Registration

Age Eligibility - a child must be five (5) years of age on or before September 1. There are no exceptions to this eligibility cutoff date.

Page 1: Checklist Page 2: Pagistration Form EH 40 (Paubled Sided Decument)	
Page 2: Registration Form - EH-40 (Doubled Sided Document)	
Page 3: Parental Registration Statement Page 4: Student Medical Information (Doubled Sided Document)	
Page 5: Request for Administration of Medication	
Page 6: Report of Physical Examination	
Page 7: FERPA Directory Opt-Out Form	
Page 8-9: FERPA Related Documents (Parent Copies)	
rage 0-9. I LIVEA IVelated Documents (Farent Copies)	
Use this checklist to prepare the required documents necessary for registration	
□ Proof of Childs Age	
Birth Certificate, Baptismal Certificate, or Valid Passport	
Other (Information including any official documentation containg students age):	
□ Immunization Records (Philadelphia Immunization Requirements)	
□ Proof of Residency - Supporting Documents (choose 2 from the following list)	
□ Deed	
□ Valid DOT identification card	
□ Mortgage settlement sheet	
□ Current credit card bill	
□ Current utility bill (gas, electric, cable, telephone)	
□ Recent vehicle registration	
□ Recent property tax bill	
□ Voter Registration Card showing current address	
□ Valid driver's license or change of address card with your current address	
□ Recent bank statement with current address	
□ Letter from Social Security Office with current address	
□ IRS Statement or other wage and tax statements e.g., W2, 1040, 1099	
□ Letter from Public Assistance Office with current address	
□ Recent Employer Pay Stub showing current address	
☐ Fostercare/childcare and DHS letters are acceptable for registration when a student in	is
in the care of a foster/child care agency	
□ Shelter placement or residency letters are acceptable for homeless students	
□ Original lease with name(s) of parents/legal guardians and children	
 Signed property sales agreement, followed by original copy of settlement papers with 45 calendar days of settlement 	ir
□ Parent / Guardian Picture Identification (requested and not required for enrollment)	
□ If applicable, bring your childs previous school information: name, address and phone number of school	f

For Additional Questions, please contact the Office of Student Enrollment and Placement at 215-400-4290



SCHOOL DISTRICT OF PHILADELPHIA APPLICATION FOR ADMISSION OF CHILD TO SCHOOL (EH-40) PARENT / GUARDIAN MUST COMPLETE THIS FORM AND PROVIDE ALL NECESSARY DOCUMENTS

Please Print All							
STUDENT INFORM	MATION - Sectio	n 1					
Last Name		First Name	M.I.		Date of Birth		STUDENT ID NUMBER
				MONTH	DAY	YEAR	
House No.	Dir	Street Name			St. Ave. Etc	Apt#	Zip Code
House No.	Dii	Street Marrie			St. Ave. Lic	Арі#	Zip Code
Race Designation: Are	you Hispanic □ Yes	or □ No Gender: □ Male/	□ Female	Country	of Birth:		
□ White □ Black/Afri	ican American 🛮 🗆 H	Hispanic/Latino □ American	Indian/ Alaska Native				
□ Asian □ Multiracia		Native Hawaiian/Other Pacific	Islander	Date chi	ld first enrolled into	o a U.S. Schoo	ıl
*If you select Multiracial	I/Other, you MUST s	elect the races that apply.					
HOUSEHOLD INFO	ORMATION - Se	ction 2					
Student Resides With							
□ Both Parents (san		□ Mother	□ Father		□ Stepparent		□ Guardian / Other
,	ent / Guardian Name:			Parent /	Guardian Name:		
(Circle)	□ Mother	□ Stepparent		(Circle)	□ Mother	□ Stepparent	
	□ Father	□ Guardian / Other:			□ Father	□ Guardian / C	Other:
					□ Please check t	his box if the a	ddress is the same
Address:				Address:			
	1						
Phone:				Phone:			
	(Home)				(Home)		
					(a. m)		
	(Cell)				(Cell)		
	(Work)				(Work)		
E-Mail:				E-Mail:			
Please indicate this	Guardian's Prime	any Language:		Please inc	licate this Guar	dian's Drim	any Languago:
riease ilidicate tilis	Guardian S Fillin	ary Language.		riease iiic	ilcate tills Gual	ulali 5 Fillio	ary Language.
SIBLING INFORMA	ATION - Section	3					
Please list all school age							
Nar		D.O	B C	Current So	chool	Grade	Student ID# if available
1101		5.0	.5.	ourroine o	511001	Orauc	
CONTACT INFOR	MATION - Section	n 4		-	•	•	
		contacts and their relation	nshin to the child	in the ever	nt a narent or d	uardian can	not he reached:
Trouse hist two Lo	OAL chicigoncy	ontacts and then relation	isinp to the cima	m are ever	it a parent or g	dardian can	tot be reactica.
Primary							
1)							
Name			Re	elationship			
Phone (1)			Phone (2)				
(-)				(-)			
Secondary							
2							
Name	<u></u>		Re	elationship			
Phone (1)			— PI	none (2)			

SCHOOL DISTRICT OF PHILADELPHIA APPLICATION FOR ADMISSION OF CHILD TO SCHOOL (EH-40) PARENT / GUARDIAN MUST COMPLETE THIS FORM AND PROVIDE ALL NECESSARY DOCUMENTS

Cit	Non Public School	State	
		State	
ecords?		•	
	Yes □ No If yes, whi	ich state:	
	Yes □ No		
	Yes □ No If yes, what	at	
	Yes □ No		
	Yes □ No If yes, whi	ich state:	
	□ Yes □ No		
	Yes □ No		
English	Other	Language	
	3)	tified administrato	
		tified administrato	
ch placement	3)		
-	English	□ Yes □ No □ Yes □ No If yes, wh □ Yes □ No If yes, wh □ Yes □ No □ Yes □ No □ Yes □ No □ Yes □ No	

Parental Registration Statement* SCHOOL DISTRICT OF PHILADELPHIA

Student Name	
Date of Birth	Grade
Parent or Guardian Name	
Address	
Telephone Number	
entity, the parent, guardian or upon registration provide a sw previously or is presently susp Commonwealth or any other s	3-1304-A states in part "Prior to admission to any school other person having control or charge of a student shall, forn statement or affirmation stating whether the pupil was sended or expelled from any public or private school of this tate for an action of offense involving a weapon, alcohol or ion of injury to another person or for any act of violence."
Please complete the following:	
expelled, or is /is not (circle one) school of this Commonwealth or an or drugs, or for the willful infliction committed on school property. I m 1304-A(b) and 18 Pa. C.S.A. §4904	ild was / was not (circle one) previously suspended or presently suspended or expelled from any public or private by other state for an act or offense involving weapons, alcohol and of injury to another person or for any act of violence aske this statement subject to the penalties of 24 P.S. §13-14, relating to unsworn falsification to authorities, and the facts act to the best of my knowledge, information and belief.
If this student has been or is present	tly suspended or expelled from another school, please complete:
Name of the school from which stu-	dent was suspended or expelled:
Dates of suspension or expulsion: _ (Please provide additional schools a sheet.)	and dates of expulsion or suspension on back of this
Reason for suspension/expulsion (o	ptional)
(Signature of Parent or Guardian)	(Date)
Any willful false statem	ent made above shall be a misdemeanor of the third degree.

This form shall be maintained as part of the student's disciplinary record.

^{*} Translated versions of this document are available at: www.philasd.org/offices/translation.

THE SCHOOL DISTRICT OF PHILADELPHIA STUDENT MEDICAL INFORMATION

This form is to be used for new students and capturing annual updates.

Last Name:	First Name	Date of Birth	Date:				
Name of School:	l	Room/Section:	Grade:				
Dear Parent/Guardia	an:	·					
•	quires that all children must haviddle and high school.	we a complete checkup when	entering school for the first				
insurance plans for v	n help you with information reg which your family may qualify. for this checkup and return the	Please take the attached form	n to your doctor or clinic when				
	ool nurse to communicate with s needed regarding my child's	-	ovider and my health care				
Parent/Guardian S	ignature		Date				
-	nild have health insurance?Y						
2. Where do you take your child for che Address:							
Phone:		Fax:					
3. Date of child	l's last physical examination? _						
4. Where do yo	4. Where do you take your child for dental care?						
Address:	Address:						
Phone:		Fax:					
5. Date of child	l's last dental examination?						

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THE SCHOOL DISTRICT OF PHILADELPHIA STUDENT MEDICAL INFORMATION

7. Does your child have any a 8. Does your child have any a 9. Does your child have any e 10. Does your child receive trea If yes, please indicate kind	ctivity restrictions?Y xisting Health Condition	/es	No If yes, expl	ain?	
3. Does your child have any a 9. Does your child have any e 10. Does your child receive trea	ctivity restrictions?Y xisting Health Condition	/es	No If yes, expl	ain?	
3. Does your child have any a 9. Does your child have any e 10. Does your child receive trea	ctivity restrictions?Y xisting Health Condition	/es	No If yes, expl	ain?	
9. Does your child have any e	xisting Health Condition	ns?	Yes No If yo		
10. Does your child receive trea			•	es, list be	low
10. Does your child receive treater of the second of the s					IUW.
If yes, please indicate kind		go any		es?Yes	No
	and how often taken:				
11. Check this box if you do no	ot want Acetaminophen	(Tylen	ual) dispensed to y	our child	as needed:
11. Check this box if you do no	n want Acetanimophen	(1 yıcı	ioi) dispelised to y	oui ciiiu	, as needed.
12. Check this box if you do no	ot want Ibuprofen (Motri	in) dis	pensed to your chi	ld, as nee	eded:
Important Note: SDP may di	ispense Acetaminophen	or Ibu _l	profen to your chi	ld if you d	do not opt-out.
PLEASE CHE	ECK ANY PROBLEM	YOU	R CHILD HAS/H	IAS HAI)
Asthma	Dental		Hospitalized		Premature Birth
Anemia Anemia	Diabetes		(Surgery)		(Under 5lbs)
☐ Arthritis ☐ ☐ Behavior/Emotional ☐	Drug/Alcohol Eczema		Learning Problem Lung Disease		Seizures Speech Difficul
Blood Disorders	Frequent Colds		Lead Poisoning		Tuberculosis
☐ Cancer ☐	Hearing Difficulty		Meningitis		Vision Problem
☐ Chicken Pox at	Heart		Muscle/Bone/Joint		Urinating/Kidne
age:	High Blood Pressure		Physical Disability		Problem
litianal Cammanta.					

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THE SCHOOL DISTRICT OF PHILADELPHIA

SCHOOL HEALTH SERVICES

REQUEST FOR ADMINISTRATION OF MEDICATION, TREATMENTS OR USE OF EQUIPMENT IN SCHOOL (PLEASE SEE MESSAGE TO PHYSICIAN AND PARENT ON BACK OF FORM)

PHYSICIAN, PLEASE NOT	TE: Fill in all of the	spaces. Miss	ing information will ca	use the form to be returned	d To The Principal		
to you. This will cause a dele for each medication.	ay in your patient	receiving medic	cation / treatment. A	separate request is neede	• I authorize selected scho	pol personnel to administer the indicated medication,	
NAME OF PATIENT/STUDENT ADDRESS/ZIP			ROOM/BOOK NO.	or to use the equipment or machinery as prescribed by my child's h provider, whose signature appears on this form.			
DATE OF BIRTH	SCHOOL/ORG.#		REGIONAL OFFICE	PID	of the Certified School N	nistered by the Certified School Nurse. In the absence lurse, it may be administered by the Principal or	
DIAGNOSIS:						rill provide instruction for administration of medication ne Principal or his/her designees.	
REASON MEDICATION MUST	BE GIVEN IN SCH	OOL:				ster medication/equipment as determined appropriate	
NAME OF MEDICATION/EQUIPMENT/TREATMENT: DOSE:					I authorize the school nurse to communicate with my child's health care provider and my health care provider to reply, as needed, regarding this medication/equipment and/or my child's response.		
TIME(S) TO BE GIVEN IN S	CHOOL:	ТО	TAL DOSAGE PER 24	4 HRS:			
DATE BEGIN:		DA	TE END:				
INSTRUCTION FOR ADMINIST	RATION/UTILIZATI	ON:					
					PARENT SIGNATURE	TELEPHONENUMBER	
CONTRAINDICATIONS:							
					DATE SIGNED	EMERGENCY NUMBER	
SIDE EFFECTS:							
						CURRENT SCHOOL DISTRICT PROCEDURE	
TREATMENT OF SIDE EFFEC	TS/ACTION TO BE	TAKEN:				tudent and he/she has demonstrated competency and is medication/treatment () yes () no	
IS ANY RESTRICTION ON ACTIVITY NECESSARY: YES NO					The administration of t	his medication/treatment was approved on:	
IF YES, DESCRIBE:							
IS STUDENT TAKING ANY OTI	HER MEDICATION?	YES	NO		SIGNATURE OF SCHOOL NURSI	E	
IF YES, NAME OF MEDICATIO	NS:				TELEPHONE NUMBER OF SCHO	OOL NURSE	
IS SIMILAR EQUIPMENT KE	EPT BY THE CHIL	D'S FAMILY AT	HOME? YES [NO	TELEFTIONE NOMBERT OF GOING	SELNOTION	
PRINT NAME OF HEALTH CAR	RE PROVIDER/CRE	DENTIALS	TELEPHO	NE	7		
ADDRESS			EMERGEN	CY NUMBER			
SIGNATURE OF HEALTH CARE PROVIDER DATE SIGNED				IED			
					11		

TO THE PHYSICIAN:

Your patient has requested that medication or equipment be utilized in school. Ideally, the administration of medication or utilization of equipment should take place at home. However, for students who require medication/treatment during the school day in order to function in the classroom, School District Policy does permit selected school staff to administer medication. In some cases, students may self-administer their medication.

School District Policy also permits the use of equipment/machinery in those instances where similar equipment is kept by the child's family at home, and such equipment/machinery is necessary in order to enable the student to function in the classroom. Instruction for use and precautions should be spelled out in detail.

(IF YOUR PATIENT'S MEDICATION OR TREATMENT SCHEDULE CANNOT BE ALTERED SO THAT ALL ARE RECEIVED AT HOME, PLEASE COMPLETE THE REQUEST ON THE REVERSE SIDE - A SEPARATE REQUEST IS REQUIRED FOR EACH MEDICATION OR TREATMENT).

When the medication/treatment prescribed exceeds or differs from that approved by the FDA or recommended by the manufacturer, you and the child's parent will be required to submit written detailed information to the School Nurse. This must include a list of side effects and confirmation that all side-effects have been explained to and are understood by the parent. Any particularly dangerous conditions being experienced by the child should be spelled out in detail, with the procedure to

follow should a reaction occur.

Please fill in all of the spaces. Missing information will cause the form to be returned to you. This will cause a delay in your patient receiving medication/treatment.

Thank you.

School Health Services

DEAR PARENT/GUARDIAN:

Some children need the administration of medication or special equipment in order to function in the classroom. Ideally, this should take place at home. If your child's medication/ equipment schedule cannot be altered so that everything can be administered at home, you can request that they be given in school by seeing the school nurse or principal. When the medication/treatment prescribed for your child exceeds or differs from that approved by the FDA or the manufacturer, you and your health care provider will be required to submit additional written information to the School Nurse prior to approval.

Once the request has been approved by the School Nurse, you will be required to bring the medication to school properly labeled and packaged by a Registered Pharmacist. The medication bottle must have Saf-T-Closure Cap and the label must include:

- * Patient Name
- Pharmacy Name
- Pharmacy Address and Phone#
- * Prescription Number

- Prescription Date (current)
- * Name of medication, dosage form, expiration date (if relevant)
- Instructions for administration
- * Name of prescribing health care provider

For special equipment, services in school will be provided only if you have such equipment in your home. You must provide the equipment as well as repair and replace it when necessary. After the request is approved, you will be asked to bring the equipment to school and to demonstrate its use to selected school staff. Operating instructions must accompany the equipment.

This procedure must be repeated each school year and/or each time there is a change in dosage.

Parents/guardians must pick up unused or expired medication in person, or send an authorized responsible adult with a note from you. Unused medication which is not picked up within 10 days, or by the last day of school, will be destroyed/discarded.

If you have any questions on this procedure, please contact the school nurse or school principal.

Thank you.

THE SCHOOL DISTRICT OF PHILADELPHIA SCHOOL HEALTH SERVICES

REPORT OF PHYSICAL EXAMINATION

Dat	e Issued: [Date]	Student ID#:						
Nar	ne of Student:	Date of Birth:		Grade:				
Nar	ne of School:	Room/Section/Book						
l au car	TO THE PARENT/GUARDIAN: I authorize the school nurse to communicate with my child's health care provider and my health care provider to reply as needed regarding my child's care.							
_	ent/Guardian Signature			Date				
Per	THE CARE PROVIDER (Please complete all items) Insylvania law requires that students attending school in the state be ponsibility of the parent/guardian. THESE IMMUNIZATIONS ARE REC			aminations. Payment for these examinations is the				
	RECORD OF	VACCINE ADMI	NISTRATION					
	(Please attach complete immun	ization record inclu	ding serology res	ults if available)				
• ,	Allergies Date of last PPI	D	Result	mm				
Doe	Does this student have health insurance? Yes No Name of Insurance Provider:							
	RECORD THE FOLLOWING							
1.	Visual Acuity: Without Glasses: RL_	With Gla	sses: R	L				
2.	Audiometric Screening: R L							
4.	Height inches/cm Weight							
5.	Scoliosis Screening:NormalAbnormal	Referre	d No R	eferral				
6.	Activity Recommendation: Full Physical Activity Restricted Physical Activity (Must Complete Phys. E. Medical Exemption/Program Modification Form MEH-23) Specify Restrictions:							
7.	List all medications currently being taken:							
	Medications:							
8.	List ALL problems by history or examination: 1 2 3 No Problems Identified	Under Care	Care Complete	Referred Referred				
Cor	nments/follow-up treatment plan / Special instructions to school:							
Sign	nature of Care Provider (REQUIRED)	Telephone Fax		Care Provider office stamp (REQUIRED)				
Add	dress	Date of Exam						

The School District of Philadelphia

Office of Student Rights & Responsibilities 440 N. Broad Street, Second Floor Philadelphia, PA 19130

Rachel Holzman, Esquire Deputy Chief

Release of Directory Information Opt-Out Form

The School District of Philadelphia may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Directory information includes the following: name, address, phone number, date and place of birth; field of study; participation in recognized activities and sports; height/weight, if member of athletic team; dates of attendance; degrees, awards, photographs, rosters; previous school(s) attended; and primary language.

The primary purpose of directory information is to allow The School District of Philadelphia to include this type of information from your child's education records in certain school publications, including: a playbill, showing your student's role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members.

This information may also be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to, scholarship providers, trade/technical schools, and potential employers. In recognition of a family's right to privacy, it is the policy of The School District of Philadelphia that directory information will not be provided to commercial enterprises.

Parents or eligible students (18 years old or above) have the right to have directory information withheld upon written request. If you prefer to deny release of directory information without prior written consent, please complete and return the entire from to your child's school by within ten (10) days of your enrollment. Once this form is completed and returned to the school, your choice will not change until you complete and submit a new form. Use a separate from for each child. Only return this form if you do NOT want directory information released.

I DO NOT want directory information to be released and request ONE of the following:

Do not release my student's directory i	nformation at any time. No information	for school publications, school
activities, trade schools, scholarship provi	•	•
Do not release my student's directory	information at any time, except for school	ol publications, school activities and to
qualified outside organizations.		
Do not release my student's directory i	nformation at any time, except for schoo	l publications and school
activities.		
Do not release my student's directory	information to military recruiters (11th and	nd 12 th grade only)
I do not permit my child to take any su	rveys that concern one or more of the are	eas listed on the PPRA notice
Student Name (Please Print)	Name of School (Please Print)	Student ID#
Parent/Guardian Name (Please Print)	Parent/Guardian Signature	Date

Student Signature (if 18 years or older)

Parent Copy

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the **School District of Philadelphia** with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten (10) days after enrollment. The school District has designated the following information as directory information:

- -Student's name
- -Address
- -Telephone listing
- Primary language
- -Photograph
- -Date and place of birth
- -Major field of study
- -Dates of attendance
- -Grade level

- -Participation in officially recognized activities and sports
- -Weight and height if members of athletic team
- -Degrees, honors, and awards received
- -The most recent educational agency or institution attended
- -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Parent Copy

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **The School District** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- 1. Political affiliations or beliefs of the student or student's parent;
- 2. Mental or psychological problems of the student or student's family;
- 3. Sex behavior or attitudes;
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5. Critical appraisals of others with whom respondents have close family relationships;
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7. Religious practices, affiliations, or beliefs of the student or parents; or
- 8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)