

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF STUDENT ENROLLMENT AND PLACEMENT
440 NORTH BROAD STREET, SUITE 111
PHILADELPHIA, PA 19130

Danielle Seward
Deputy Chief

Phone: 215-400-4290
Fax: 215-400-4291

MEMO

Date: March 18, 2014

To: All Principals

From: Office of Student Enrollment and Placement

Re: Student Registration and Transfers Guidelines during Standardized Testing

During the dates shown below, the following types of student registrations and transfers should be managed as indicated.

Assessments, dates, and grade levels

- | | | |
|----------------------------------|-------------------|--------------|
| • PSSA Math & Reading Assessment | March 24-April 11 | Grades 3-8 |
| • PSSA Writing Assessment | April 7-25 | Grades 4 & 8 |
| • PSSA Science Assessment | April 28- May 9 | Grades 4 & 8 |
| • Keystone Testing | April 12-23 | Grades 9-12 |

Enrollment Type

Appropriate Action

- | | |
|--|---|
| • Students from a non-district school (i.e. charter, parochial, or private) | Please enroll without delay |
| • Students who relocate to another primary residence (Relocation Transfer-T25) | Please enroll without delay |
| • Students who experience a change in parental custody. | Please enroll without delay |
| • Students returning from a treatment facility | Please enroll without delay |
| • Adjudicated youth (Students being ordered by court to be placed in school) | Please enroll without delay |
| • Extenuating Circumstances Transfers | Placements will not occur during testing window of the grade levels specified above. |
| • Students experiencing homelessness | Please enroll without delay |
| • Students who are in DHS care | Normal practice has been that the student stays in the current school. Extreme cases will be reviewed by the Office of Prevention and Intervention. |
| • Students who are placed for disciplinary reasons | Will be reviewed on a case by case basis through the Office of Student Rights and Responsibilities |

Please contact the Office of Student Enrollment and Placement at 215-400-4290 or studentplacement@philasd.org if you have any questions. Your support of this practice is greatly appreciated.

Translated versions of this document are available at: www.philasd.org/translation (search word "[wyxzReg](#)")