



## KINDERGARTEN REGISTRATION PROCEDURES

January 22 through June 1, 2018

### REGISTRATION/ADMISSION REQUIREMENTS:

1. Your child **must** be 5 years old **on or before September 1, 2018**.
2. The student must reside within the boundary lines of the Renaissance Charter elementary school (UACS, UBCS, UCCS, UDCS).
3. The student has been selected through the standard lottery process (UICS only).

### Required Documentation for Kindergarten Registration

The following documents (6 items) are the only documents that are required to enroll a student into school:

1. **Philadelphia Charter School Common Application**
2. **Proof of the student's age** - One of the following is required. Acceptable documentation includes (the following are examples and not a conclusive list):
  - Original birth certificate
  - Notarized copy of the student's birth certificate
  - Valid passport
  - Original baptismal certificate indicating the student'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
3. **Immunizations Required by Law** - One of the following is required. Acceptable documentation includes:
  - The student'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
4. **Proof of Residency** - Only two (2) of the following is required. Acceptable documentation includes:
  - Deed or lease
  - Current utility bill (*gas, electric, cable, telephone*)
  - Recent property tax bill
  - Current vehicle registration
  - Valid driver's license or change of address card with your current address
  - Valid DOT identification card
  - Mortgage settlement sheet
  - Current credit card bill
  - Recent property tax bill
  - Voter Registration Card showing 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
  - Foster care/childcare and DHS letters are acceptable for registration when a student 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 within 45 calendar days of settlement

5. **Parental Registration Statement** - A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13-1304-A
6. **Home Language Survey** - All students seeking first time enrollment in a school shall be given a Home Language Survey according to the requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.