



Registration Documents Checklist

- Proof of Child's Age
 - *Birth Certificate, Baptismal Certificate, Valid Passport, or Other (Information including any official documentation containing students age)*
- Immunization Records (Philadelphia Immunization Requirements)
- Proof of Residency (*Must have 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
 - 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 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 days of settlement
- Parent/Guardian Picture Identification (requested and not required for enrollment)
- If applicable, bring your child's previous school information: name, address and phone number of school

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