FITZPATRICK PARENTS/GUARDIANS
NEW Student Registration During COVID-19

Student registration for all new students entering Kindergarten through 12th grade for the upcoming 2020 – 2021 school year will open on Monday, August 17th.

A student is considered new if they have just arrived to the city of Philadelphia or if they are not currently enrolled in a School District of Philadelphia school.

Online and in-person registration options have been developed for the safety of staff and families during the COVID-19 pandemic. **Families can complete the enrollment process in four ways:**

**Register Online:** Families will electronically complete student enrollment forms and upload required documents through the K-12 online registration system (OLR). The system is secure and user friendly, which allows the District to verify all student and parent/guardian demographics and health information for the new school year. Registration may be completed using a computer/laptop or a mobile device (smartphone, tablet, iPad). The OLR system will be available in nine languages: Spanish, Chinese, Arabic, Portuguese, Albanian, French, Khmer, Russian, and Vietnamese. All applications received that indicate the student has an English Language Learning need will be handled exclusively by the Multilingual Assessment Center.

**Register Over the Phone:** Families will contact the school directly to complete the registration process over the phone with the secretary. School secretaries will complete the online application on behalf of the parent/guardian based on the information provided.

**Register In-Person:** The Office of Student Enrollment and Placement will offer in-person registration services by appointment only for families unable to register online or by phone. In-person registration will be available twice a week from 10:00am – 2:00pm at the Education Center. An appointment is required, no walk-ins accepted.

**Register by Paper/Drop Box Service:** The Office of Student Enrollment and Placement will accept and process paper applications. A secure drop box will be located in the lobby of the Education Center, and available for families to submit paper registrations during regular office hours, Monday – Friday, 8:30am – 4:30pm. Families will place the application as well as proof of address and
immunization records into a manila envelope that will be provided near the drop box location. The Office of Student Enrollment and Placement will work with families who do not submit all of the required information.

More information regarding interim student enrollment procedures for new students during COVID-19 closure, and transfer procedures for current district students such as school to school transfers and renaissance charter reassignments will be provided next week.

Thank you,
Ms. White
Principal

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