



**EXCELLENCE  
TODAY  
FOR TOMORROW**

**Rose Tree Media School District**  
308 North Olive Street  
Media, Pennsylvania 19063-2493  
Telephone 610.627.6000  
www.rtmsd.org

*Eleanor DiMarino-Linnen, Ph.D.  
Superintendent*

January 14, 2022

Dear Parents/Guardians:

Welcome to the Rose Tree Media School District. This letter is being sent to the parents/guardians of children on our records who were born between September 1, 2016, and August 31, 2017. Kindergarten registration for the 2022-2023 school year will begin on February 1, 2022.

**Once your kindergarten registration is complete and has been approved by the registrar, you will be emailed a link for the Kindergarten Placement Request. This request must be submitted by March 25, 2022 in order to be considered for the AM lottery.**

The following records **must** be provided for registration:

- Copies of parental proof of residency **AND** a document establishing identity.
  - ❖ Residency verification **must be** either a deed, current lease agreement, current real estate tax bill or current mortgage statement (utility bills **will not** be accepted).
  - ❖ Identity verification **must be** either a valid driver's license, DOT identification card or voter registration card.
- Copy of child's birth certificate, baptismal certificate, or valid passport.
- A copy of the child's most recent dental exam, physical exam and immunizations as listed below:

<b>Diphtheria and Tetanus</b>	Four doses	One dose must be administered on or after the child's fourth birthday.
<b>Polio</b>	Four doses	Fourth dose must be administered on or after the child's fourth birthday.
<b>Hepatitis B</b>	Three doses properly spaced	
<b>Measles, Mumps, Rubella</b>	Two doses	The first dose must be given on or after child's first birthday.
<b>Varicella (chicken pox)</b>	Two doses or history of chicken pox disease.	The first dose must be given on or after child's first birthday.

- If the student has received special education services through early intervention, please provide a copy of the IEP (including Evaluation Report/Re-Evaluation Report).
- If parents are not living together, a document establishing custody **must** be provided. If there is no court ordered custody agreement, a **notarized** letter stating the custody arrangements (e.g., "with Mom Monday – Thursday and with Dad Friday – Sunday") and signed by both parents is acceptable. Child must be living in the Rose Tree Media School District a minimum of 50% of the full week throughout the calendar year.

**Please note the following:**

- The Rose Tree Media School District **does not offer full day kindergarten**. Students are registered for either a morning (AM) or afternoon (PM) session.
- If you are unsure of which elementary school your child will attend, please visit our website at [www.rtmsd.org](http://www.rtmsd.org) and click on the “Student Services” drop down, click “Child Accounting-Registration” and then click the “Which Elementary School Will My Child Attend” link.
- Morning (AM) sessions are often preferred by parents. Student placement in the morning session will be determined by a lottery held at each school. **To be considered for the morning (AM) session lottery, students must be registered by March 25, 2022, and meet all age eligibility requirements.** The lotteries will be held during the first full week of April, and placement letters will be mailed by Friday, April 8, 2022. Students registered after March 25, 2022, will be placed in the afternoon (PM) session. Parents can request to have their child’s name be put on a waiting list for the morning (AM) session. Parents will be notified if an opening occurs. **Please be advised that all placements are subject to change depending on final enrollments.**
- Parents/guardians who live with relatives or friends must complete a Multiple Occupancy Affidavit. Residency inquiries/requests for affidavit forms may be directed to the Registration Office at 610-627-6019.

**The Rose Tree Media School District will no longer be accepting registration packets in person. All registration will be done through our new on-line enrollment system at [On-line Enrollment](#).**

**Thank you in advance for your cooperation in the registration process. If we can be of further assistance to you, please contact our Registration Office at 610-627-6019.**