



The Preparatory Charter School

of Mathematics, Science, Technology & Careers

Pat Wright
Chief Executive Officer

Jo Ann P. Moore, M.Ed.
Principal

ENROLLMENT POLICY & PROCEDURES

- Applications are accepted from all students residing in Philadelphia and who are looking forward to successfully completing the 8th grade in June 2024. Applications can be submitted through our website at prepchs.org under “Apply” and “online application”. Applications can be translated by pressing the world icon in the upper right hand corner. All applications should be submitted July 1, 2023 until March 4, 2024, to be placed in the Lottery. Upper grade applications, regardless of sibling status are subject to seat availability and administrator review.
- Applications that are submitted after the March 4th deadline are date stamped by the registration system. These applications constitute the second waitlist utilized when the original waitlist is exhausted.
- The Official Lottery is to be held on Thursday, March 14th; all applications that were submitted and dated up to and including March 4th will be entered into the official lottery on March 14th. The first 150 to 200 (depending on seats available) students will be announced on lottery night and those students and parents will be given the opportunity to fill out the enrollment forms that evening.
- Students chosen during the official lottery will be sent a congratulatory letter instructing them to complete the enrollment process. Guardians will have until April 19th to submit a completed enrollment packet. The packet should include one form of proof of student’s age. A birth certificate; notarized copy of birth certificate; baptismal certificate; 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; a valid passport; a prior school record indicating the date of birth are all acceptable. Immunization records and two forms of proof of residency. Any two of the following eight items constitutes acceptable forms of proof of residency a deed, a lease current utility bill, current credit card bill, property tax bill, vehicle registration, driver’s license, DOT identification card. Also required are the Home Language Survey and the Parent Registration Statement. We will request that you fill out the Charter School Student Enrollment Notification. Those guardians who do not have proof of residency in their name may provide the school with a notarized letter signed by the person with whom they reside confirming the living arrangement. Registration documents may be submitted in person to Prep Charter High School, or sent electronically to the Admissions Secretary at lcriniti@prepchs.org. Guardians are encouraged to view their waitlist position on our website at prepchs.org.
- When a student gives up their seat or fails to complete the enrollment packet by the deadline, the next child on the list will be chosen and contacted with an offer of enrollment for their student; 2 weeks will be given to complete the enrollment packet. Failure to complete the process by the deadline given will mean forfeiture of their accepted status.
- When the wait list from lottery night has been exhausted, the applications that arrived after the original deadline will be called in order of date received. Each student will be given 2 weeks to accept the offer of enrollment and complete the packet.

- Siblings of student's chosen in the lottery will be automatically accepted if their application is in by the March 4th deadline. Should a sibling wish to attend but not submit their application prior to the official lottery, they will be placed on the waitlist and offered enrollment when a seat opens.

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