



The Preparatory Charter School of Mathematics, Science, Technology & Careers

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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 2025. 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, 2024 until February 6, 2025, 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 February 6th 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 Wednesday, February 12th; all applications that were submitted and dated up to and including February 6th will be entered into the official lottery on February 12th. 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 March 12th to submit a completed enrollment packet. The packet should include:
 - **One form of proof of the 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 are required for attendance-** All of the following immunizations are required as a condition of attendance at school in this Commonwealth: *Diphtheria, tetanus and pertussis, Poliomyelitis, Measles, Hepatitis B, Varicella (chickenpox), Tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap), Meningococcal conjugate vaccine (MCV). Required for entry into 12th grade. In addition to the immunizations listed in subsection (b) and this subsection, one dose of MCV is required for entry into 12th grade at any public, private, parochial or nonpublic school in this Commonwealth, including vocational schools, intermediate units, special education and home education programs, and cyber and charter schools, or, in an ungraded class, for students in the school year that the student is 18 years of age, if the child has not received a previous dose on or after the child's 16th birthday. A dose of MCV received at 16 years of age or older shall count as the 12th grade dose. A child who does not have an exemption as permitted by § 23.84 (relating to exemption from immunization) and who does not receive the immunizations as required in subparagraphs (i) and (ii) may be excluded in that school year and each succeeding school year that the child fails to obtain the required immunization.*
 - **Two forms of proof of residency-** Any two of the following eight items constitute acceptable forms of proof of residency: a deed, a lease, current utility bill, property tax bill, current credit card bill, vehicle registration, driver's license, DOT identification card. **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.**

- o **The Home Language Survey and the Parent Registration Statement-** We will request that you fill out the Charter School Student Enrollment Notification.
- 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; 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 February 6th 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.

Registration documents may be submitted in person to Prep Charter High School, or sent electronically to the Admissions Secretary at lcrinti@prepchs.org. Guardians are encouraged to view their waitlist position on our website at prepchs.org.