



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, who are looking forward to successfully completing their current academic year by August, 2027. The first 150 to 200 students applying to 9th grade (depending on seats available) will be announced on lottery night through a virtual lottery and posted to our website the night of February 10th.
- A separate Lottery for grades 10th - 12th will operate on a space available basis. Upper class applications shall be subject to the same eligibility requirements as 9th grade applications. While there shall be no automatic acceptance for upper class applications, preference may be granted for siblings of currently enrolled students and alumni.
- Applications can be submitted through our website here prepchs.org. In order to be considered for enrollment for the 2027-2028 school year, applications must be submitted to Prep Charter between July 1, 2026 and February 5, 2027.
- Applications that are submitted after the February 5th deadline are date stamped by the registration system. These applications constitute the second waitlist utilized when the original waitlist is exhausted.
- Students chosen during the official lottery will be sent a congratulatory letter instructing them to complete the enrollment process. Parent(s)/legal guardian(s) must complete the enrollment process by March 11th in order to ensure placement at Prep Charter High School. The following documents must be submitted in order for the enrollment process to be considered complete:
 - o **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.
 - o **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 above, 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.
 - Any one of the following constitutes acceptable documentation:
 1. either the child's immunization record,
 2. a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress,

3. or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

- o **One form of proof of residency-** Any of the following items constitute acceptable forms of proof of residency: a current deed; a mortgage statement no more than three months old; an active residential lease agreement; a utility bill no more than three months old; an internet bill no more than three months old; a credit card bill no more than three months old; a bank statement no more than three months old; a tax bill no more than three months old; an insurance document no more than three months old; or a piece of mail sent in the past three months by the federal or state government such as benefits information, voter registration, or tax documents. *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 require that you fill out the Home Language Survey and the Parent Registration Statement- a sworn statement attesting to (1) whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property (*see* 24 P.S. § 13-1304-A) and (2) whether the student has been or is expelled under 24 P.S. § 13-1318.1 for being convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same school entity must be provided for a student to be admitted to any school entity
- 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 process. 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 enrollment process. Our main office, located at 1928 Point Breeze Ave. Phila., Pa. 19145, will accept enrollment registrations in person between 8:00AM and 2:30PM, Monday through Friday. If you would like to request an electronic copy of the enrollment documents, you may do so by emailing the Admissions Secretary at leriniti@prepchs.org.
 - Siblings of students chosen in the lottery will be automatically accepted if their application is in by the February 5th 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.

11.11. Entitlement of resident children to attend public schools.

(a) *Entitlement.*

(1) A school age child is entitled to attend the public schools of the child's district of residence. A child's district of residence is that in which the parents or the guardian resides. When the parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.

(2) Transportation for students must be provided consistent with the policy of the school district that the students are attending.

(b) *Enrollment.* A school district or charter school shall normally enroll a child the next business day, but no later than 5 business days of application. The school district or charter school has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied proof of the child's age, residence, and immunizations as required by law. School districts and charter schools receiving requests for educational records from another school district or charter school shall forward the records within 10 business days of receipt of the request.

(c) *Nonresident children.* The requirement of subsection (b) applies equally to nonresident children who are children living in facilities or institutions as defined in § 11.18 (relating to nonresident child living in facilities or institutions), or foster homes, or with a district resident who is

supporting the child without personal compensation as defined in § 11.19 (relating to nonresident child living with a district resident), provided that the person making the application has supplied the documentation required by law.

(d) *Immigration status.* A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.

(e) *Home language survey.* A school entity shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

McKinney-Vento Act

The McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence and requires all local education agencies to ensure that each student experiencing homelessness has equal access to the same free, appropriate public education as provided to other students. Prep Charter High School will comply with all requirements of the McKinney-Vento Act as outlined in the Pennsylvania Department of Education's Basic Education Circular ("BEC") regarding Education for Homeless Youth.

Under the McKinney-Vento Act, State educational agencies (SEAs) and local educational agencies (LEAs) must review and revise policies and procedures to remove barriers to a high-quality education for homeless children and youths. Every SEA must have an Office of the State Coordinator to oversee implementation of the Act, and every LEA must designate a local liaison able to carry out their duties to ensure that homeless students are identified and have a full and equal opportunity to succeed in school. The McKinney-Vento Act also requires that:

- *homeless students who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschools) if that is in the student's best interest;*
- *if it is in the student's best interest to change schools, homeless students must be immediately enrolled in a new school, even if they do not have the records normally required for enrollment;*
- *transportation must be provided to or from a student's school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison;*
- *homeless students must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before and after-school care;*

In determining the *best interest* of the child or youth under McKinney-Vento Act, the LEA shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The selected school shall immediately enroll the child or youth in school, *even if the child or youth lacks records normally required for enrollment*, such as previous academic records, medical records, proof of residency or other documentation. Section 722 (g)(3)(C) (i)(II) requires that a school selected based on a homeless child's or youth's best interest must immediately enroll such child or youth even if he or she has missed application or enrollment deadlines during any period of homelessness.

In order to ensure immediate enrollment, in accordance with Section 722 (g)(6)(A)(ix), the LEA liaison is required to: train school enrollment staff about the legal requirement that homeless children and youths be immediately enrolled and provided transportation; review school regulations and policies to ensure that they comply with the McKinney-Vento Act requirements; inform families and youth, in a language they can understand, of their rights; develop clear, understandable and accessible written explanations of decisions and the right to appeal; and expeditiously follow up on any special education or language assistance needs presented by a student.