

# WELCOME TO THE UNIVERSAL FAMILY OF SCHOOLS



## STUDENT ENROLLMENT PACKET



### UNIVERSAL FAMILY OF SCHOOLS

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**STUDENT ENROLLMENT MATERIALS:** Enrollment materials to Universal Family of schools may be submitted through multiple avenues. Enrollment materials may be accepted in person, at the Universal Charter School, by US mail or via email at [enrollment@universalcompanies.org](mailto:enrollment@universalcompanies.org).



## PARENT/STUDENT RIGHTS AND RESPONSIBILITIES

### PARENT/STUDENT RIGHTS:

- A student will be permitted to attend school on the next school day after the day on which the student is presented for enrollment, and in all cases within five (5) business days of the school's receipt of the required documentation.
- Resident students have a legal right to attend until age 21, unless they have completed a program through graduation or have been validly expelled. Accordingly, such students who wish to return to school will be permitted to enroll or re-enroll in regular daytime classes.
- When parents or students seek help regarding admission or transfer, every effort will be made to provide them with complete information so as to expedite the legal admission process.
- As a part of Universal's efforts to maintain a safe environment for all students and to determine the supportive services that a student needs upon enrollment in school, schools may request the additional information/documentation. Although schools may ask for any of this information, they **may not require it as a condition of enrolling or admitting a student and they may not delay a student's enrollment or attendance until these documents are provided.**

### PARENT/STUDENT RESPONSIBILITIES:

#### Requested Documentation for Enrollment

The following document is requested to enroll a student into school:

- **Philadelphia Charter School Common Application**

#### Required Documentation for Enrollment

The following documents (5 items) are the only documents that are required to enroll a student into school:

1. **Proof of the student's age** - One of the following is required. Acceptable documentation includes (the following are examples and not a conclusive list):
  - Original birth certificate
  - Notarized copy of the student's birth certificate
  - Valid passport
  - Original baptismal certificate indicating the student's date of birth
  - 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
  - Prior school records indicating the date of birth



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2. **Immunizations Required by Law** - One of the following is required. Acceptable documentation includes:
  - The student's immunization record
  - 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
  - Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow
  
3. **Proof of Residency** - Only two (2) of the following is required. Acceptable documentation includes:
  - Deed or lease
  - Current utility bill (*gas, electric, cable, telephone*)
  - Recent property tax bill
  - Current vehicle registration
  - Valid driver's license or change of address card with your current address
  - Valid DOT identification card
  - Mortgage settlement sheet
  - Current credit card bill
  - Recent property tax bill
  - Voter Registration Card showing current address
  - Recent bank statement with current address
  - Letter from Social Security Office with current address
  - IRS Statement or other wage and tax statements (*e.g. W2, 1040, 1099*)
  - Letter from Public Assistance Office with current address
  - Recent Employer Pay Stub showing current address
  - Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
  - Shelter placement or residency letters are acceptable for homeless students
  - Original lease with name(s) of parents/legal guardians and children
  - Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement
  
4. **Parental Registration Statement** - A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13-1304-A
  
5. **Home Language Survey** - All students seeking first time enrollment in a school shall be given a Home Language Survey according to the requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

If at the time of enrollment the student's grade level cannot be verified, a temporary grade assignment will be based upon the available information. When the school obtains the necessary promotion, retention, or grade level information for proper placement, the grade assignment may change.



Current School (if applicable): \_\_\_\_\_

# PHILADELPHIA CHARTER SCHOOL COMMON APPLICATION

## SECTION A: STUDENT & PARENT/GUARDIAN INFORMATION

STUDENT ID NUMBER (if applicable):

Student Last Name:

Student First Name:

Student Middle Initial:

Current address:

City:

State:

ZIP Code:

Date of Birth:

Gender (optional):

Parent/Guardian Last Name:

Parent/Guardian First Name:

Relationship:

Do you have the legal right to enroll this child in school? (Check One):  Yes  No

Preferred Contact Number:

Secondary Contact Number:

E-mail:

Current Grade Level:

## SECTION B: SCHOOL CHOICE INFORMATION

Name of Charter School You Wish To Attend:

Grade Applying To:

## SECTION C: SIBLING INFORMATION

SIBLING #1

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

SIBLING #2

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

SIBLING #3

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

## SECTION D: PARENT/GUARDIAN SIGNATURE

**IMPORTANT:** By signing this form, you indicate that all information provided is accurate. If any of the information that you have provided changes after turning in this form, please submit an amended form prior to the school's deadline. Check with the charter school you wish to apply to for application deadlines. **YOU MUST SUBMIT THIS FORM TO THE CHARTER SCHOOL YOU WISH TO ATTEND.**

Parent/Guardian Signature:

DATE:

## INTERNAL USE ONLY

RECEIVED BY:

DATE RECEIVED:



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## PARENTAL REGISTRATION STATEMENT

Student Name:  
Date of Birth:  
Grade:  
Parent or Guardian Name:  
Address:  
Telephone Number:

Pennsylvania School Code §13-1304-A states in part “Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property, including conviction or delinquent adjudication related to sexual assault.”

Please complete the following:

I hereby swear or affirm that my child ( ) **was** or ( ) **was not** previously suspended or expelled, or ( ) **is** ( ) **is not** presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property including conviction or delinquent adjudication related to sexual assault. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

**If this student has been or is presently suspended or expelled from another school, please complete:**

Name of the school from which student was suspended or expelled:  
\_\_\_\_\_

Dates of suspension or expulsion:  
\_\_\_\_\_  
(Please provide additional schools and dates of expulsion or suspension on back of this sheet.)

Reason for suspension/expulsion (optional) \_\_\_\_\_

\_\_\_\_\_ (Signature of Parent or Guardian) \_\_\_\_\_ (Date)

*Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.*



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## HOME LANGUAGE SURVEY

The Office of Civil Rights (OCR) requires that school districts/charter schools full day AVTS identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. What was the student's first language your child learned to speak?
  
2. What language(s) does your child speak at home?
  
3. What language(s) is/are spoken in your home?
  
4. Has the student attended any United States school in any 3 years during his/her lifetime?

( ) Yes                      ( ) No                      If yes, complete the following:

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*The school district/charter school/full day AVTS has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school/full day AVTS has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school/full day AVTS may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school/full day AVTS in the future.