



## School Operations Policy and Procedure Manual

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| Subject        | Enrollment and Withdrawal |
| Classification | Enrollment Policy         |
| Date Issued    | August 2020               |
| Policy Number  | UC 105.00                 |

### Authority

Universal Family of Schools shall enroll school age students eligible to attend school, in accordance with applicable laws and regulations, Board of Trustees policy and administrative procedures.

### Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

### Overview

1. When a student applies for admission to any school, it is the responsibility of the school to complete enrollment if:
  - a. The student resides within the boundary lines of the Renaissance Charter elementary or middle school (UACS, UCCS, UVCS – these schools may not take new students that are out of the catchment area);
  - b. There is room, regardless of the boundary lines of the Renaissance Charter high school (UACHS); or
  - c. The student has been selected through the standard lottery process (UICS only).
2. 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 must be permitted to enroll or re-enroll in regular daytime classes.
3. When parents or students seek help regarding admission or transfer, every effort is to be made to provide them with complete information to expedite the legal admission process.

### Enrollment Procedures

1. A student should 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.
2. The following document is requested to enroll a student into school:  
- **Philadelphia Charter School Common Application**
3. The following documents (5 items) are the only documents that are required to enroll a student into school:
  - a. **Proof of the student's age** - One of the following is required. Acceptable documentation includes (the following are examples and not a conclusive list):
    - i. Original birth certificate
    - ii. Notarized copy of the student's birth certificate



## School Operations Policy and Procedure Manual

- iii. Valid passport
- iv. Original baptismal certificate indicating the student's date of birth
- v. Copy of the record of baptism – notarized or duly certified and showing the date of birth
- vi. Notarized statement from the parents or another relative indicating the date of birth
- vii. Prior school records indicating the date of birth
- b. **Immunizations Required by Law** - One of the following is required. Acceptable documentation includes:
  - i. The student's immunization record
  - ii. 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
  - iii. Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow
- c. **Proof of Residency** - Only two (2) of the following is required. Acceptable documentation includes:
  - i. Deed or lease
  - ii. Current utility bill (gas, electric, cable, telephone)
  - iii. Property tax bill
  - iv. Current vehicle registration
  - v. Valid driver's license or change of address card with your current address
  - vi. Valid DOT identification card
  - vii. Mortgage settlement sheet
  - viii. Current credit card bill
  - ix. Recent property tax bill
  - x. Voter Registration Card showing current address
  - xi. Recent bank statement with current address
  - xii. Letter from Social Security Office with current address
  - xiii. IRS Statement or other wage and tax statements (e.g., W2, 1040, 1099)
  - xiv. Letter from Public Assistance Office with current address
  - xv. Recent Employer Pay Stub showing current address
  - xvi. Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
  - xvii. Shelter placement or residency letters are acceptable for homeless students
  - xviii. Original lease with name(s) of parents/legal guardians and children
  - xix. Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement

Schools shall be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation.
- e. **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



## School Operations Policy and Procedure Manual

- f. **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.

### Enrollment Applications

1. Enrollment applications to Universal Family of schools may be accessed and submitted through multiple avenues.
  - a. Enrollment applications may be accepted in person or by US mail at the Universal Charter School, or via email at [enrollment@universalcompanies.org](mailto:enrollment@universalcompanies.org).
  - b. Enrollment applications may also be submitted on-line by visiting the Universal Family of Schools' website at <https://www.universalfamilyofschools.org/>

### Special Circumstances

1. Exemption from immunization
  - a. **Medical exemption:** Students need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the student. When the physician determines that immunization is no longer detrimental to the health of the student, the student must be immunized.
  - b. **Religious exemption:** Students need not be immunized if the parent, guardian or emancipated minor objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.
  - c. **Special circumstance:** If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and must keep up with the timeline of the series (e.g., student just got shot one and he/she will get shot two in thirty days from shot one).
2. Disciplinary records
  - a. A school may not deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the school can provide the student with alternative education services during the period of expulsion. 24 P.S. § 13-1317.2(e.1)
  - b. If the disciplinary record or sworn statement indicates the student has been expelled from a school in which he was previously enrolled, for reasons other than a weapons offense, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the school.
3. Foster Homes
  - a. Students residing in foster homes within the school boundaries must be enrolled.
  - b. The foster parent must present the documentation for the student's placement within the home. A copy of the documentation from the agency and/or legal entity assigning the child in the home will be placed inside the pupil pocket.
4. Homeless children
  - a. Homeless students will be enrolled immediately under the guidelines of the McKinney Vento Act, even when they lack proper transfer documents.
5. Special Education



## School Operations Policy and Procedure Manual

- a. Students with Individual Education Plans (IEPs) follow the same admission process as regular education students.
- b. If the program that is required per the student's IEP is not available at the receiving school, the principal must immediately notify the Vice President of Special Education for further direction.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative procedures for the enrollment of eligible students in district schools.

### **Enrollment Waitlist Procedures**

If a parent/guardian attempts to register a student at a Universal Charter School and is unable to enroll the student because the school is at its maximum enrollment or there are school-implemented grade and space limitations, the Charter School will provide the parent/guardian with the following, within 7 days from the date of registration:

1. Documentation of his/her attempted registration
2. The date of placement on the waiting list, and
3. Number on the waiting list.

If the student is referred to the School District for placement, a copy of this documentation must accompany the student and be provided to the School District.

Universal Charter Schools will fill opening seats throughout the school year. When a seat becomes available at the school for any grade served, the School will accept new students from the waiting list in appropriate order for particular grades or new applicants if there are no applicants for that grade on the waiting list. Parent/ guardians will be notified of their waitlist status (acceptance/denial) by email, phone and/or regular mail within 7 business days after applying to the school.

An ordered, up-to-date waitlist will be continuously maintained, reflecting at any given time the next eligible student to be offered admission in each grade served by the Charter School, identifying any applicable preference(s) for each student, and indicating the date any student is removed from the waitlist with the reason for removal.

Please note that the waiting list is valid for one school year only and is based on current year applications.



## School Operations Policy and Procedure Manual

### APPLY PHILLY CHARTER

- The Apply Philly Charter application for the following school year will open in September of the current school year and close on January of the current school year (*i.e. 2024-2025 applications open September 2023 and close January 2024*)
- **Late Applicants: Parents/ guardians can still apply to our schools for the following school year after the January deadline.** If space is available, applicants will be accepted on a first-come, first-served basis. If we do not have space available, applicants will be placed on a waitlist.

Parents/guardians will be notified of their student's application outcomes in February. Parents/guardians will receive an email through Apply Philly Charter with the results of their application. If a seat is offered, parents/guardians must accept that seat in their Apply Philly Charter account by clicking "accept". Seats offered in February must be accepted by the required March deadline. After accepting their seat, parents/guardians will have 10 days to submit their enrollment paperwork and finish securing their seat. Parents/guardians have to then follow the instructions provided by the school to submit their enrollment paperwork and finish securing their seat. In February, parents/guardians will be able to log-in to their Apply Philly Charter accounts to view their application results by clicking "View September 20XX Application Results" on the home page.

Applicants will be notified of their application outcomes in February. They will receive an email through Apply Philly Charter for each school they applied to with the results of their application to that school.

In accordance with applicable laws (FERPA, PPRA, COPPA), applicant data is maintained through the Apply Philly Charter system. Applicant data will not be shared with any schools to which the applicant did not apply.

For updated information, please visit: [ApplyPhillyCharter.org](http://ApplyPhillyCharter.org) or call the toll-free number: 1-800-891-3999

#### Legal References

- [24 P.S. 1301](#)
- [24 P.S. 1302](#)
- [22 PA Code 11.11](#)
- [22 PA Code 11.41](#)
- [22 PA Code 11.12](#)
- [22 PA Code 12.1](#)
- [24 P.S. 1303a](#)
- [24 P.S. 1304-A](#)