

Sylvan Heights Science Charter School

No. 200

Section: Students

Title: Enrollment of Students

Revised: May 21, 2018

The Sylvan Heights Science Charter School (SHSCS) Board of Trustees (Board) shall establish requirements for the enrollment and admission of students to the charter school which are consistent with law and regulations.

Students who are five years old by September 1st are eligible for enrollment.

Parents must first complete and return to the school a completed application form for each student. Enrollment forms are available on the school website and at the school's Front Desk. By request, an application can be mailed to a prospective parent or guardian. The enrollment application for shall only request the following information: student's name, date of birth, grade level, parent/guardian information, residence, sibling enrollment information, and former school information.

Enrollment Lottery Procedures

Maximum enrollment shall be limited to Kindergarten through Grade 4 only, not exceeding the enrollment cap as outlined in the School's Charter Agreement.

Students are assigned lottery numbers if there are more applicants than available slots in their grade level. Lottery drawings for the open slots are held on May 15th (or the next business day when May 15th falls on a weekend). The lottery viewing is open to the public.

Children who have siblings already in our school are accepted first when slots are available.

Children residing outside of the Harrisburg School District are not considered until all Harrisburg students have been accepted.

A waiting list is maintained for students who had not won slots in the lottery and for those students who apply after the lottery.

There are a full range of services, programs, and alternative placements available for implementation of the special education programs in SHSCS. We use the Child Find System to locate, identify, and evaluate children who are thought to have a disability eligible for special education. Child find data is collected, maintained, and used in decision-making for placement along with a conference between parents and an instructional team. Students with disabilities are included in the general education program and extracurricular and non-academic programs and activities to the maximum extent appropriate in

accordance with an Individualized Education Plan. These policies further the mission of SHSCS to remain nondiscriminating in the selection of students. SHSCS shows no preference on the basis of gender, social class, race/ethnicity, English proficiency, aptitude or achievement, or disability. Our lottery system also eliminates selection on the basis of special educational needs. Students with and without disabilities are admitted on the same basis (lottery).

Enrollment Requirements for Siblings:

1. All students must reside in Pennsylvania.
2. Siblings of currently enrolled SHSCS students include: a. Siblings by birth; b. Step-siblings; c. Adopted and foster siblings; and d. Wards subject to legal guardianship or other children related by blood or marriage who depend upon the current student's parent(s) for support. A court order or a completed and notarized guardianship form must be submitted to SHSCS in order to document guardianship status.
3. Sibling preference is offered only if the sibling resides in the same primary legal residence/household as the currently enrolled student.
4. If a child was chosen in the current lottery process and enrolled, that child's sibling/s will be given preference for the following school year only if: a. That student meets the requirements listed in this policy and SHSCS enrollment requirements, b. The student's family applies prior to the deadline, AND c. A spot is available.
5. Currently seated students have priority over siblings.
6. If more siblings apply for spaces than are available, sibling applications will be organized in the order they are received. Applications for multiple-birth siblings (i.e. twins, triplets, etc.) will be consecutively-numbered. For example, if one twin through lottery receives #8, the sibling-twin would automatically be assigned #9.
7. If a student ceases to be enrolled at SHSCS, sibling priority ceases. Therefore, any sibling of such un-enrolled student will then follow the general enrollment procedure.

Required Enrollment Documentation

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s), SHSCS shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the child's age

Any one of the following constitutes acceptable documentation: 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.

2. Immunizations required by law

Acceptable documentation includes: either the child'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, or 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

Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, DOT identification card. A district may require that more than one form of residency confirmation be provided. However, school districts and charter schools should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation. See the paragraph on Homeless Students for guidance in that situation.

4. Parent 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). SHSCS shall not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement.

5. Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in accordance with 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.

6. Charter School Enrollment Form

SHSCS shall not inquire about the immigration status of a student as part of the enrollment process.

SHSCS shall not seek report cards, transcripts or other academic, intellectual, disciplinary, medical, dental, special education and/or English Learner status or demographic information or data from any student, parent, guardian or other source prior to accepting any student into the program.

SHSCS may seek additional permitted information from students and their parents/guardians following enrollment acceptance; however, the SHSCS must permit registration and attendance as soon as the five types of documents (proof of age, proof of residency, immunizations, parent registration statement and home language survey) required under Pennsylvania law and outlined in the Pennsylvania Department of Education's Basic Education Circular on "Enrollment of Students" are submitted.

SHSCS shall enroll students in accordance with all applicable laws and may not exclude students based on race, color, familial status, religious creed, ancestry, sex, national origin, handicap or disability.