

Widener Partnership Charter School

Application and Enrollment Process Guidelines for the 2018-2019

Application Guidelines:

Only one application can be submitted per student.

If applying for Kindergarten, the child must be age 5 by September 1, 2018.

Admissions Application must be received by the deadline of March 19, 2018.

WPCS does not carry waiting lists over from year-to-year. If a child is on the waiting list for the 2018-2019 school year and a space does not become available, the child's name does not automatically go on to a waiting list for 2019-2020; the family must submit a new application for the 2019-2020 lottery.

Applications for 2018-2019 that are not eligible for the lottery process include those received after the lottery deadline or those for students living in Pennsylvania, but outside of Chester Upland School District.

Sibling Preference:

Sibling preference will only be given for siblings living in the same household. Sibling preference applications received after the deadline will be added to the waiting list. If a family is applying for more than one child, an application needs to be completed for each child and each child's name will be entered individually into the lottery.

Student Lottery:

The Lottery will take place at WPCS on Friday, April 6, 2018. The name of each child for whom an application was received by the deadline will be placed in an electronic lottery database.

Notification of acceptance and waiting list status:

Notification for incoming K-4 students who received a space through the lottery will be mailed. Please note that ALL K - 4th grade applicants who did not receive a space will be placed on our 2018-2019 waiting list. A letter noting the child's place on the waiting lists will be mailed to address on the application.

WPCS waiting lists are in numerical order, beginning with the sibling waiting list and then moving to the general list. If a child is accepted from the waiting list space at WPCS and that child has another sibling on the waiting list (who meets the WPCS sibling preference policy), that sibling will be moved to the sibling waiting list.

If/when WPCS comes to a child's name on the waiting list, WPCS will contact that child's family via telephone and (if available) e-mail. *It is the families' responsibility to keep WPCS informed of updated contact information.* If the family that is called does not respond to WPCS within the given timeframe, the slot will be forfeited and offered to the next name student from the waiting list.

Documents Necessary to Complete Enrollment:

Upon written notification of acceptance for admission, the student's parent or guardian will be required to submit by the stated deadline proof of student's age, documentation establishing Chester residency, proof of immunizations required by law, Parent Registration Statement (Section 1304-A Sworn Statement) and Home Language Survey. WPCS will rely on the information provided to determine the student's eligibility to enroll.

- Proof of the Student's Age - Acceptable documentation includes any one of the following: birth certificate; baptismal certificate or copy of the record of baptism -- notarized or duly certified and showing the date of birth; a valid passport.
- Two (2) Documents Establishing Residency - Acceptable documentation includes a copy of 2 of the following in the name of the parent or guardian: Deed of home ownership, Current lease to rent, current utility bill, Property tax bill or receipt, Vehicle registration.
- Immunizations Required by Law - Acceptable documentation includes: student's immunization record. In order to be exempt from this requirement, a parent/guardian must submit a written statement objecting to one or more vaccines because of religious beliefs or moral or ethical conviction, or the student's physician must have signed a "Statement of Exemption to Immunization Law" form.
- Parent Registration Statement(Section1304-ASwornStatement) - As required by 24 P.S. Section 13-1304-A, during the enrollment process, but prior to admission to a charter school, a parent must provide the school with a sworn statement that his or her student has not been suspended or expelled for an Act 26 offense involving weapons, alcohol, drugs, infliction of injury, or violence on school property.
- 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 United States Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

Additional Documentation:

In order to address student's individualized needs, it is most helpful for school staff to have additional information regarding incoming students. Therefore, Widener Partnership Charter School may request additional documents during the enrollment process including, but not limited to:

- Picture identification
- Health or physical examination records other than immunization records required for school attendance
- Previous School Records (attendance, report cards or transcripts of grades, Special Education, Standardized test records/achievement scores)
- Custody or dependency order when the resident is seeking to enroll the child under 24 P.S. § 1302(a)(1) which requires "appropriate legal documentation to show dependency or guardianship".
- Completed Registration forms: student's mode of transportation, authorized person(s) who may pick up the child from school, authorization for release of records from prior schools.