The Charter High School for Architecture + Design
Admissions Information

This is an overview of CHAD’s Application and Registration Process.

The 2019-2020 Lottery was held on January 16. Applications received by the lottery deadline of January 14, were included in the Lottery. Applications received after this date, are automatically added to the specific grade waitlist in the order they are received.

The Application Process

● The first step is to complete and submit a CHAD Application for Admission. Applications may be submitted online through our website, using the Apply Now button, or by submitting a paper application directly to the school. Paper applications can be obtained at the school’s front desk.

● An admission offer is determined by our Lottery. All students not chosen through the Lottery are automatically placed on our waitlist until space becomes available.

● Student’s accepted via the Lottery will be asked to either Accept or Decline the Offer of Admission. The Acceptance deadline is Friday, February 8, 2019.

● When you Accept, you will receive a communication outlining the Registration process and the steps required to successfully complete The Registration Process.

The Registration Process

● The next step is to set up your Registration Account. Upon accepting the admission offer, you receive an email/letter with a Snapcode. You will need this to create your Registration Account.

● This communication includes a guide on how to set up your Registration Account and submit the required documents by the deadline. The deadline is Friday, March 29, 2019.

● Documents can be submitted through our website’s Accepted Student Registration Portal, by hand delivering the documents, by fax, or through regular mail. Please be sure to note Admissions’ on all mail or deliveries.

Enrollment Documents

Documents you must provide:

1. Proof of Child’s Age
   A copy of any one of the following is acceptable documentation:
   ● Notarized copy of birth certificate
   ● Baptismal Certificate or a notarized/duly certified copy showing date of birth
   ● A prior school record indicating the date of birth
   ● Notarized statement from the parents or another relative indicating the date of birth
   ● A valid passport

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2. **Immunizations Required by Law**
   A copy of any one of the following is acceptable documentation:
   
   ● The child’s current 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
   ● The 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**
   A copy of any one of the following is acceptable documentation:
   
   ● Deed or Current Lease
   ● Current Utility Bill
   ● Current Credit Card Bill
   ● Current Vehicle Registration
   ● Current Driver’s License
   ● Current DOT Identification Card
   ● Current Property Tax Bill

   Documents you must complete through the [Accepted Student Registration Portal](#), by hand delivering the documents, by fax, or through regular mail. *Please be sure to note ‘℅Admissions’ on all mail or deliveries:*

   4. CHAD Application for Admission to School
   5. CHAD Student Registration Form
   6. CHAD School Record Request Form

   **To submit the documents you may:**
   
   ● Submit through our website via the [Accepted Student Registration Portal](#) link
   ● Scan and email to admissions@chadstaff.org
   ● Fax # 215-351-1108
   ● In person, by appointment. Please email admissions@chadstaff.org to schedule a meeting with an Admissions representative.
   ● Mail or drop off at CHAD

   **Please Note:** Your child will be enrolled after all documents are submitted, reviewed and accepted by the Admissions Department.

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