Charter School for Architecture+ Design
Application and Enrollment Process Guidelines for the 2020-2021

Application Guidelines:

Only one application can be submitted per student.

You must submit your completed application to be considered for the lottery by January 20, 2020. Applications for 2020-2021 school year that are ineligible for the lottery process include those received after the lottery deadline or those for students living in Pennsylvania, but outside of Philadelphia County.

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

Student Lottery:
The Lottery will take place at CHAD on February 3, 2020. The name of each student for whom an application was received by the lottery deadline will be placed in an electronic lottery database, names are pulled electronically.

Notification of acceptance and waiting list status:
Notification for incoming students who received a space through the lottery will be mailed by February 5, 2020. Please note that ALL applicants that did not receive a space will be placed on our 2020-2021 waiting list. A letter noting the student's place on the waiting lists will be mailed to the address on the application.

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

When a seat on the waiting list becomes available, CHAD will contact the student's family via telephone and (if available) e-mail. It is the families' responsibility to keep CHAD informed of updated contact information. If the family does not respond to CHAD within the given timeframe, the slot will be forfeited and offered to the next name student on 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 Philadelphia residency, proof of immunizations required by law, Parent Registration Statement (Section 1304-A Sworn Statement) and Home Language Survey. CHAD 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.

• Documents Establishing Residency in Philadelphia - Acceptable documentation includes a copy of the following in the name of the parent or guardian: Deed of home ownership, Current lease to rent, Property tax bill or receipt, Vehicle registration.

• Immunizations Required by Law- Acceptable documentation is the 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, Charter High School for Architecture+ Design may request additional documents during the enrollment process. However, these documents are not a requirement for enrollment.

• Charter School Enrollment Notification form
• 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 student under 24 P.S. § 1302(a)(l) which requires "appropriate legal documentation to show dependency or guardianship".
• Completed Registration forms: authorized person(s) who may pick up the student from school, authorization for release of records from prior schools.