



Propel Schools Enrollment Policy

Purpose

Families choose to enroll their children because they believe Propel Schools is right for their child, and children are welcomed regardless of ability or disability, race, religion or national origin. A simple process, described below, ensures that all applicants are treated fairly. Children residing in the school district approving the charter and children with a sibling already enrolled receive preference provided their applications are completed in a timely manner. Eighth-grade students who wish to transfer from a Propel K-8 or middle school are required to re-apply, so they receive preference to attend a Propel high school of their choice as well.

Overview

A lottery is held in January for spaces that may be open in the following year. At the lottery, an ordered list is created using the online application system called SchoolMint. The initial drawing of the lottery is overseen by an auditor.

When space becomes available, an offer of admission will be made. In order to accept the offer, families must:

1. Complete an enrollment form
2. Provide a birth certificate for the student (Children must be 5 years old on or before August 31st of the school year to enter kindergarten.)
3. Provide evidence of required immunizations (or a statement from the parent/guardian of objection to this requirement on religious grounds)
4. Complete a record release form; and
5. Provide satisfactory proof of residence.

Procedures

1. Visit the school. We encourage families to visit the school and talk with designated staff to make sure the school is right for their child.
2. Complete an online application in SchoolMint. A separate application must be completed for each child who is applying.



3. Applications will be accepted beginning the first Monday in October for the following school year. Students on the waitlist must reapply every year. The waitlist does not roll over to the next school year.
4. In order to be eligible for the lottery, applications must be received by December 31st.
5. In mid-January, we will conduct a lottery. Only applications submitted by the December 31st deadline will be eligible for the January lottery. At the lottery, Propel 8th grade students applying to high school will be drawn first. Then, siblings of current students will be drawn. Then, applications from families residing in the chartering school district(s) will be drawn. Finally, other eligible applications will then be drawn. An ordered list will be created at each grade level.
6. Accept offer of admission. When we are sure that a space will be available in a particular grade, offers of admission will be made from the ordered list. Parents will have two (2) weeks from the offer of admission to complete the enrollment process or forfeit their space.

Entitlement to Education

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. This entitlement and the requirements to secure enrollment apply equally to resident students residing with their parent(s); to non-resident students living with a district resident who is supporting the child gratis and seeking enrollment under 24 Pa. Code 13-1302; to nonresident students living in a facility or institution; and to nonresident students living in a foster home. Provided that the required enrollment documentation is provided, the school district or charter school must enroll non-resident children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of Propel's receipt of the required documentation.

Home Language Survey

All students seeking first time in 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.

Items which may NOT be Requested

A child’s right to be admitted to school may not be conditioned on the child’s immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. Propel Schools are public schools and are therefore open to all students regardless of race, ethnic background, gender, religion, and/or ability. As a school of choice, families have an opportunity to make an informed decision regarding the appropriateness of this and other schools for a particular youngster.

Approved By	Date
Dr. Tina Chekan	4/29/2019
Board of Trustees	5/20/2019