



CHRISTOPHER COLUMBUS CHARTER SCHOOL

215-925-7400 916 Christian Street ColumbusCharter.org
215-389-6000 1242 South 13th Street

February 2024

Dear Parents and Guardians:

Welcome to our CCCS Family! We are excited that you have chosen Christopher Columbus Charter School to begin your child's educational journey. Attached for completion is our Enrollment Packet. The completed packet is due by April 8, 2024; we would, however, appreciate you returning it as early as possible. When returning your packet, please also provide:

- √ Copy of the parent/s or guardian/s government issued identification (PA drivers license or PA non-drivers license identification card)
- √ Proof of child's age (see the attached list for approved documentation)
- √ Two documents establishing residency (see the attached list for approved documentation)
- √ IEP, ER/RER, NOREP paperwork (if applicable)
- √ Custody Papers (if applicable)

The enclosed packet, along with the other required documentation, must be returned to 916 Christian Street, Philadelphia, PA 19147 between the dates of 3/4/2024 through 3/8/2024. Please do not drop off your Enrollment Packet at our 13th Street building. Doing so will delay the processing of your child's enrollment. You can mail, fax (215-925-7491) or email them to lmckenna@cccs.k12.pa.us. Our preference would be for you to personally bring in your information so that we may assist with questions you may have regarding our forms. *We cannot accept forms that are incomplete.*

We also recommend requesting your child's health records (physicals, immunizations, etc.) as early as possible as providers may be slow to respond to your request. Children without their updated medical file will not be able to start the 24/25 school year.

If you have any questions regarding our registration process, please feel free to contact our receptionist, Mrs. MaryEllen Evers at 215-925-7400 or email her at Mevers@cccs.k12.pa.us. You may also contact our Secretary, Ms. Lana McKenna, at Lmckenna@cccs.k12.pa.us.

Our Kindergarten Orientation will be held on Friday, May 3, 2024. We encourage you to bring your child to this meeting. There will be more information to follow.

Thank you.

Alicia Mastrobuoni

Alicia Mastrobuoni
Principal
Christopher Columbus Charter School

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CCCS has no obligation to enroll a student until a parent, guardian, or other person having control or charge of the student making the application has supplied the following required documents:

PROOF OF THE CHILD'S AGE – Acceptable documentation includes any of the following:

- Child's original birth certificate
- Notarized copy of the child's birth certificate
- Child's valid passport
- Child's original baptismal certificate indicating the child's date of birth
- 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
- Prior school records indicating the date of birth

TWO DOCUMENTS ESTABLISHING RESIDENCY – Acceptable documentation includes the following *in the name of the parent or guardian (a copy of the original)*:

- Deed of home ownership
- Valid DOT identification card
- Mortgage settlement sheet
- Current physically connected utility bill (gas, electric, cable, telephone)
- Recent vehicle registration
- Recent property tax bill
- Voter Registration Card showing current address
- Valid driver's license or change of address card with your current address
- Recent bank statement with current address
- Letter from Social Security Office with current address or IRS Statement or other wage and tax statements (W2, 1040, 1099)
- Letter from Public Assistance Office with current address
- Recent Employer Pay Stub showing current address
- Foster Care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/childcare agency
- Shelter placement or residency letters are acceptable for homeless students
- Original lease with name(s) of parents/legal guardians and children
- Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement