



CHRISTOPHER COLUMBUS CHARTER SCHOOL
916 Christian Street
1242 S. 13th Street
Philadelphia, PA 19147

Enrollment Policy

As a public charter school, there are no admission requirements for Christopher Columbus Charter School. Admissions to the school is open to all eligible students who reside within the City of Philadelphia. Applicants may download, print, or mail in their application; or visit the office of the elementary school at 916 Christian Street or the middle school at 1242 S 13th Street to pick up an application in person. Student Application forms are available in Spanish and English. The application process consists of submitting the application form by the lottery deadline. No interview, school tour, information session, or fee is required. Families will receive a notification confirming receipt of their application upon submission. Please contact us with questions, to arrange for assistance, questions and for more information regarding the application.

The school admits students in four sections of each grade level for Kindergarten through 8th Grade. Kindergarten through 8th Grade Student Application forms are accepted until January 31st. Enrollment packets MUST be completed by parents/guardians in order to complete the enrollment process.

Enrollment Process:

July 1, 2024:	Lottery application becomes available online.
January 31, 2025:	Lottery application deadline.
February 13, 2025:	Lottery Selection.
February 19, 2025:	Families notified via email and telephone of lottery results.
March 27, 2025:	Deadline for online registration forms for student accepted from lottery.

CCCS enrolls by randomized lottery. If your child is not selected through the randomized lottery, or if you apply to a grade level that is already enrolled to capacity, your child's name will be added to the waitlist. All parents are notified by mail and telephone if a student is accepted or placed on the waiting list. The names are placed in numerical order and your child may be offered a spot if they become available at any time throughout the year or between years; applicants will be drawn according to their position on the waitlist. Parents will be notified of waitlist status through email, follow up phone call, and mail. Parents will be granted one calendar week to inform the school of acceptance of the offered slot. Upon acceptance, parents will be granted up to two weeks to complete and return enrollment packets post-lottery acceptance. Parents or guardians may submit documentation in person, mail or email. The students on the waiting list do not rollover, students will need to reapply for the following year.

All completed applications submitted after the close of the application window and its waitlist may be offered admission to CCCS in the order received only after the school has exhausted its current lottery



waitlist. There are five required documents: Proof of Age, Proof of Residency, Immunizations, Home Language Survey, and Parent Registration Statement.

Outside of the lottery process, when seats are available during the school year Christopher Columbus Charter School shall normally enroll a child the next business day but no later than 5 business days of application (which includes receipt of proof of age, immunizations required by law, proof of residency, parent registration statement, and home language survey).

Submission of Documents

CCCS has no obligation to enroll a student until a parent and guardian 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 or 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 care/childcare agency or DHS
- 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

Immunizations - Acceptable documentation includes:

- Student's Immunization record
- Written statement from prior school district or a medical office that the required immunizations have been administered or that a required series is being administered
- Verbal assurances from the former school district or a medical office that the required immunizations have been completed with records to be sent

Although additional information may be requested in the admission process, Christopher Columbus Charter School does not prohibit or delay admission contingent upon receipt of this additional information.

Home Language Survey:

All students seeking first time enrollment in a school shall be given a Home Language Survey according to the requirements of the U.S. Department of Education's Office for Civil Rights. The enrollment of the student may not be delayed to administer the Home Language Survey.

Parent Registration Statement:

Parent Registration Statements – During the enrollment process, but prior to admission to a charter school, a parent must provide the school with (1) a sworn statement that his or her child has not been suspended or expelled for an Act 26 offense involving weapons, alcohol, drug, infliction of injury, or violence on school property; and (2) a sworn statement or affirmation stating whether the student was previously or is currently expelled from a public school under the provisions of Act 110 of 2020. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. While CCCS may not deny or delay a child's enrollment based on the information contained in a disciplinary record or sworn statement, a student who is currently expelled from his or her school district is ineligible for admission at CCCS, even if it is determined subsequently that, notwithstanding the parent's sworn statement to the contrary, the student has been suspended or expelled for an Act 26 or Act 110 violation. Unless the student's prior school district has reinstated the student, CCCS has no obligation under law to admit the student.

As a part of CCCS's efforts to maintain a safe environment for all students and to determine the supportive services that a student needs upon enrollment in school, we may request the following registration documentation AFTER the student has been enrolled.

- A copy of the parent/guardian's picture identification at the time of registration. This copy will be kept on file to verify the identification of persons who are authorized to escort the student to and from the school.



- Student Registration Form, which includes demographic information that is not included in the Charter School Application.
- Emergency Contact Information Form
- Request for Release of Information Form
- Report Card
- Special Education Documentation (IEP, ER/RER, NOREP)
- Press/Photo Parent Release Form
- Physical Examination Form
- Dental Examination Form
- Housing Questionnaire
- HIPAA Release Form, for release of medical records (e.g., behavioral/mental health records) from an agency/hospital to the school

A child's right to be admitted to the school is not conditioned on the child's immigration status and Christopher Columbus Charter School does not inquire regarding the immigration status of a child as part of the admission process.

McKinney/ Vento Act:

In accordance with federal and state guidelines under the McKinney/Vento Act, Christopher Columbus Charter Schools are committed to removing barriers to education that face students experiencing homelessness.