Keystone Academy Charter School
4521 Longshore Avenue, PA 19135
215-332-2111

2018-2019 Application and Enrollment Process

Keystone Academy Charter School is a public school operating under a charter granted by the Commonwealth of Pennsylvania. Admission to the school is open to all eligible students who reside within the limits of the state of Pennsylvania in grades K through 8. Keystone Academy Charter School does not discriminate on the basis of race, color, nationality, creed, gender, ethnicity, mental or physical disability, proficiency in English, or prior academic achievement when recruiting or admitting students.

Who can apply?
Admission to the school is open to all eligible students who are residents within the limits of the state of Pennsylvania in grades K through 8. Younger siblings of currently enrolled students receive preference as well.

Kindergarten: Students applying for Kindergarten must be five years of age by October 1st of the current year in order to be accepted into the school. If the child is not five by the deadline, his/her name will be removed from the lot of applicants. Students would need to reapply for Kindergarten the following year.

First Grade: Students applying for First Grade must be six years of age by October 1st of the current year in order to be accepted into the school. If the child is not six by the deadline, his/her-name will be removed from the lot of applicants. Students would need to reapply for First Grade the following year.

Grades Two through Eight: Students applying for Grades Two through Eight should apply for enrollment in the appropriate grade.

When and how do I apply?
The application process involves only submission of the application form by the deadline (no interview, school tour or information session is required). The application form is available in English and Spanish. Translation or interpretation of the application will be made available in any language requested by a parent or guardian whose home language is other than English or Spanish.

The application can be submitted by mail or in person by dropping it off at the school's main office. Applications for the 2018-2019 school year are accepted beginning on December 1, 2017 and ending on February 28, 2018.

Lottery
If, at the end of the application period, the total number of applicants exceeds the spaces available, a lottery is conducted. Enrollment is not on a first-come, first-served basis. The lottery date is announced at least two months in advance.

For the 2018-2019 school year, the lottery will be held on April 6, 2018 at 9:00 a.m. at the school. Parents and guardians who have applied also will be notified of the lottery date by email and/or phone at least two weeks in advance.

How do I know if I've been accepted or wait listed?
Applicants will be notified of their status, i.e. accepted or wait-listed, in writing. The wait list is arranged by lottery results and is maintained in the main office. Parents must inform the school of their intent to enroll their child by Friday, May 18, 2018. In the event that an opening occurs in any grade until May 15th of that school year, a student on the waiting list of that grade will be contacted and offered a seat. Any applications received after the lottery date are placed at the bottom of the wait list in the order received. The wait list is valid for one school year, only, and must be based on the current year applications. An applicant who remains on the wait list at the end of the school year must reapply for admission for the following school year.

What documents must I provide in order to be enrolled at Keystone Academy Charter School?
A student who has been admitted is not yet, and cannot be, enrolled until the parent/guardian has completed and submitted all required documents: proof of the child's age, residency, immunizations, parent/guardian registration statement, and home language survey. These are described in greater detail as follows:

1.   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; notarized statement from the parents or other relative indicating the date of birth; a valid passport; or a prior school record indicating the date of birth.

2.   Residency - Acceptable documentation includes the two of the following in the name of the parent or guardian (copy or original):

- Deed of home ownership
- Current lease to rent
- Property tax bill or receipt
- Vehicle registration
- Driver's license
- Department of Transportation identification card
- Current utility bill
- Current credit card bill
- IRS statement or other wage and tax statements e.g., W2, 1040, 1099
- Employer pay stub
- Bank statement
- Voter registration card
- Welfare card
- Health insurance card

3.   Immunizations Required by Law - Acceptable documentation includes: child'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, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to be sent.

4.   Parent/Guardian Registration Statement (Section 1304-A Sworn Statement) - As required by 24 P.S. Section 13-1304-A, during the enrollment process, but prior to attendance at a charter school, a parent must provide the school with a sworn statement that his or her child has not been suspended or expelled for an Act 26 offense involving weapons, alcohol, drugs, infliction of injury, or violence on school property.

5.   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.

6.   Additional Required Documents, *if Applicable*. The school also will require a parent/guardian to provide a custody or dependency order when the child is being enrolled pursuant to the parent/guardian's reliance on a court order or custody agreement as the basis for enrollment. For a child living with a resident adult other than a parent, who is supporting the student without personal compensation (gratis), the child may attend the public schools of that adult's school district, provided that the resident makes application and supplies the required enrollment information. In this situation, the resident will be required to file either: (a) a sworn and notarized statement from the resident of Philadelphia indicating that the signer is a resident of Philadelphia, that he/she is supporting the student without receiving personal compensation, that the student is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the student's schooling; or (b) appropriate legal documentation to show dependency or guardianship, which may include a custody order.

Pertinent Information
- ✓ Open enrollment for the 2018-2019 school year is from December 1, 2017 – February 28, 2018.
- ✓ Lottery will be held on April 6, 2018.
- ✓ Applications will be available Monday-Friday 8:30 am – 4:00 pm in the school office, on our website www.keystoneacademycs.org and on the School District of Philadelphia website.
- ✓ Applications may be returned to the school office, mailed, or faxed to 215-332-2840.
- ✓ Questions may be directed to the school office at 215- 332-2111.
- ✓ Keystone Academy Charter School is a school of choice. Parents are invited to an Open House scheduled on Tuesday, March 20th at 9:00 am or Thursday, March 22nd at 6:00 pm at the school. Open Houses are scheduled to provide the interested parent with more information about the school's requirements and expectations for student academic achievement and conduct. Additional information sessions will be scheduled if needed.