

2018-2019 ENROLLMENT

To have your child's application processed AND to receive an application number, your child's application must be turned in with the following documents:

- **First Proof of residence** (Driver's license, State ID, Voter Registration Card)
- **Second proof of residency** (Utility Bill, Mortgage Deed/Lease)
- **Birth Certificate**
- **Immunization Record**

Any documents used as proof of residency must have the Parent/Guardian's CURRENT address.

School district residency is based on the parent/guardian address.

Please send with the two page application, proofs of residency, birth certificate and immunization records to:

By US Mail:
City Charter High School
Attention: Admissions
201 Stanwix Street, Suite 100
Pittsburgh, PA 15222

By Email:
Admissions@CityHigh.org

Online [APPLY NOW](#)

Application for Enrollment - City Charter High School

Please fill out this application and send it with
2 proofs of residency, Birth Certificate & Immunization Record to:

By US Mail: City Charter High School Attention: Admissions 201 Stanwix Street, Suite 100 Pittsburgh, PA 15222	By Email: Admissions@CityHigh.org	Online <u>APPLY NOW</u>
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NO application will be processed if it is incomplete, or missing the 2 proofs of residency, student's Birth Certificate and Immunization Record. Proofs **MUST** have parent/guardian's name and the current address (the student's address). 1st proof can be: Driver's License, DMV change of address card 2nd proof can be: lease, mortgage, utility bill, voter registration card, bank/credit card statement

PLEASE PROVIDE THE STUDENT'S:

First Name:		Last Name:		
Middle Initial:	Suffix: (Jr., III)	Gender: (M, F)		Birthdate: (mm-dd-yyyy)
Current Grade:	Grade Applying for:	School Year Applying for:		
I consider student to be of Hispanic heritage: Yes No		Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native Indian/ Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Pacific Islander		
Address:		Address line 2:		
City:		State:	Zip:	
Primary (home) Phone #:				
Current School is: <input type="checkbox"/> Public <input type="checkbox"/> Charter <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Home School				
Current School:		Current School District:		
Does student currently have an Independent Education Plan (IEP) for special education? Yes No		Does student currently have a 504 plan? No Yes		
Student lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other				
Are there any custody or legal documents? Yes No				

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Parent/Guardian Information:

If a parent is not in the student's life, you do not need to provide their information

Information about the 1st adult the student lives with (the primary parent / guardian)		
First Name:	Last Name:	
Home Phone #:	Cell Phone #:	Work Phone #:
Email:	Highest Level of Education Completed:	
Is this adult an emergency contact? Yes No	If Yes, which emergency contact? 1st 2nd 3rd 4th 5th	
Which phone number should we try first? Home Cell Work	Relationship to Student:	

Information about the 2nd adult the student lives with (if there is one)		
First Name:	Last Name:	
Home Phone #:	Cell Phone #:	Work Phone #:
Email:	Highest Level of Education Completed:	
Is this adult an emergency contact? Yes No	If Yes, which emergency contact? 1st 2nd 3rd 4th 5th	
Which phone number should we try first? Home Cell Work	Relationship to Student:	

Emergency Contact Information:

If we can't contact the adults the student lives with, who should we call?

Emergency Contacts		
First Name:	Last Name:	Relationship to Student:
Home Phone #:	Cell Phone #:	Work Phone #:
Is this adult an emergency contact? Yes No	If Yes, which emergency contact? 1st 2nd 3rd 4th 5th	Which phone number should we try first? Home Cell Work

Emergency Contacts		
First Name:	Last Name:	Relationship to Student:
Home Phone #:	Cell Phone #:	Work Phone #:
Is this adult an emergency contact? Yes No	If Yes, which emergency contact? 1st 2nd 3rd 4th 5th	Which phone number should we try first? Home Cell Work

ADMISSION POLICY AND PROCEDURES

City Charter High School complies with all Federal and State laws that pertain to school admission. The following statements are from Pennsylvania Law 24 P.S. § 13-1301 - § 13-1306.

ENTITLEMENT 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 described herein 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 the school district's receipt of the required documentation. 22 Pa. Code §11.11(b)

Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirement 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.

City Charter High School is a public school and is 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 high schools for a particular youngster.

In order to help families make the best decision, tours for current **7th & 8th grade students** are available by appointment from the beginning of October until the end of May each year. The youngster should accompany the parent/guardian on the tour. During the tour, families have an opportunity to visit classrooms, receive information about the curriculum and ask questions.

To schedule a tour, please call 412-690-2489.

GRADE 9 ADMISSION PROCEDURES

Students apply for admission in the fall of their eighth grade year. Students entering the 9th grade must have successfully completed 8th and be promoted to 9th grade.

Admissions Timeline for the 2018 - 2019 School-year

October 2, 2017 - Sibling Preference window opens. Eighth graders who have a sibling currently attending City High may apply starting October 2, 2017

Siblings do not receive preference after October 27, 2017.

October 30, 2017 - Pittsburgh Public School District resident preference window opens. 8th graders from the Pittsburgh Public School District may apply starting October 27, 2017.

City of Pittsburgh residents do not receive preference after December 1, 2017.

For the 2018-2019 school-year, a total of 180 freshmen will be admitted.

December 4, 2017 - If by Monday, December 4, 2017, there are more than 180 applications in total, including applications of siblings, then a lottery will occur at 10:00 AM. The number of seats available in the lottery is 180 minus the number of sibling applications.

If by Monday, December 4, 2017 we have received fewer than 180 applications, then no lottery will occur. Applications will continue to be processed in the order in which they are received.

December 5, 2017 - Registration continues for both Pittsburgh and suburban residents. Any eighth graders living in Pennsylvania may apply starting December 4, 2017.

Once 180 students have applied, then new applications will be placed on a waiting list in the order in which the complete application documents are received.

GRADE 10 ADMISSION

New students are admitted into the 10th grade at the beginning of the school-year and at the beginning of second trimester.

If after February 1, 2018 a student is still on the ninth-grade waiting list, then he/she will be automatically moved to the 10th grade waiting list. Any new 10th grade applications will be added to the end of this list.

All incoming 10th grade students should have a grade of C or better in each of the four core courses—English, History, Math and Science. They must also have a C or better in one other non-core course—Tech/Computer Applications, Business, World Language, Math and/or Reading Strategies. A Final 9th grade report card must be submitted for review before acceptance is determined.

Students are never admitted to Grades 11 and 12.

ADMISSIONS PACKET

A completed admissions packet is required before an application can be processed. The following forms and information is required:

- **First Proof of residence** (*Driver's license, State ID, Voter Registration Card*)
- **Second proof of residency** (*Utility Bill, Mortgage Deed/Lease*)
- **Birth Certificate**
- **Immunization Record**

ORIENTATION

All students, accompanied by a parent/guardian, must participate in an orientation session in order to begin school at City High.

Orientation for new 9th graders for the 2018 - 2019 school-year will be held on June 16, 2018.

Orientation for new 10th graders for the 2018 - 2019 school-year will be held on May 19, of 2018.

Note: The first week of May, 2018, all 9th grade applicants will be assigned a specific time for the June Orientation. Invitations and tickets will be sent to the first 240 students in line.

RESIDENCY INFORMATION

Students must register with their school district of residence. If a student and his/her family move into a new school district, the student must register with the new school district and then inform City High of this change.

Students who are not registered with a school district cannot be admitted into City High.

Families who change their residency information, must inform City High. New proofs of residency must be submitted. Students cannot attend City High if the school does not have the new proofs of residency.

Change of address notification forms can be found on the City High webpage and at the main office. This form must be completed and submitted with 2 proofs of residence for the new address within five days.