



Student Enrollment Policy Provident Charter School -- **West**

Purpose

Families choose to enroll their children because they believe Provident Charter School offers an overall structure that is different than traditional school environments and it is tailored to support students who are struggling to read. All children are welcomed regardless of race, religion, or national origin. The process, described below, ensures that all applicants are treated fairly.

Definitions

District of residence - shall be defined as the school district in which a student's parents/guardians reside.

School-age - shall be defined as the period from the earliest admission grade for Provident Charter School until graduation from 8th grade or the end of the school term in which a student reaches 8th grade, whichever occurs first.

Guidelines

Lottery

To ensure equal access to enrollment, Provident Charter School will conduct a public enrollment lottery annually with applications received during the open enrollment period. On the lottery date, one of the following scenarios will occur:

1. If student applications do not exceed the number of available seats in a grade, all applicants will be given a space in the grade, or
2. If student applications exceed the number of available seats in a grade, a lottery will be conducted. The lottery is processed through the Enrollment Database within Rediker, a Student Information System used by Provident Charter School. Rediker is programmed to provide preference for each grade based on the following:
 - a. Students who have a sibling currently enrolled
 - b. Children who are residents of the Ambridge Area School District. Any students not receiving a space will be placed on the waiting list in the order their names are drawn.

Enrollment Requirements

Provident Charter School shall not make an offer of admission to a student unless space is available. In order to accept the offer of admission, a parent/guardian must

1. Complete an enrollment form, including information regarding the student's diagnosis of dyslexia or language based learning disability, and/or demonstrated deficiency in reading as described more fully in **Provident Charter School West's Admission's policy**
2. Provide proof of the student's age through a birth certificate
3. Provide satisfactory proof of residency
4. Provide evidence of required immunizations
5. Complete a record release form (if necessary)

Home Language Survey

All students seeking first-time enrollment at Provident Charter School shall be given a home language survey in accordance with the 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 to all students enrolling in district schools for the first time.

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 P.S. §13-1302; to non-resident students living in a facility or institution; to non-resident students living in a foster home and students experiencing homelessness. Homeless children and youth lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children and youth are those who are "awaiting foster care placement" and "unaccompanied homeless youth." If the required enrollment documentation is provided as described above, Provident 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 Provident Charter School's receipt of the required documentation.

A child's right to be admitted to school may not be conditioned on the child's immigration status. Provident Charter School may not inquire regarding the immigration status of a student as part of the enrollment process. Provident Charter 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 schools for a particular student.

Delegation of Responsibility

The CEO or designee shall annually notify students, parents/guardians, and staff about Provident Charter School's enrollment policy by publishing such policy in the student handbook, parent newsletters, school website, and other efficient methods.

