



Charter School Enrollment Form

For School Year:

A student enrolled in a charter school cannot be enrolled in another public school, a nonpublic school, or a private school at the same time.

The Pennsylvania Public School Code requires that whenever a child of school age is presented to a charter school for enrollment certain requirements, including providing proof of residency, must be met. Other required enrollment documentation is set forth in the [Enrollment of Students Basic Education Circular](#).

Students identified as homeless under the McKinney-Vento Homeless Assistance Act are not required to provide a home address or proof of residency.

Student Information

All fields must be completed by the parent or guardian.

Grade Level in which the student is enrolling:

Last Name: First Name: MI:

Date of Birth:

Home Street Address:

City: State: Zip:

County: Telephone:

Mailing Street Address (if different from home address):

City: State: Zip:

School District of Residence:

Parent or Guardian Information

Primary Contact

Last Name: First Name: MI:

Relationship to Student:

Street Address:

City: State: Zip:

Telephone: Email address:

Secondary Contact, if applicable

Last Name: First Name: MI:
Relationship to Student:
Street Address:
City: State: Zip:
Telephone: Email address:

If the student is living with an adult other than a parent or guardian, or is an unaccompanied youth, please complete this section with the information for the person with whom the student is currently living:

Last Name: First Name: MI:
Street Address:
City: State: Zip:
Telephone: Email address:
Relationship to the student:

If there are any special custody, living arrangement, or contact circumstances that the school should be aware of, please provide that information below (if applicable):

Charter School Information

Name of Charter School in which the student is enrolling:
Address of Charter School:
Charter School Contact Name:
Charter School Contact Telephone:
Charter School Contact Email:

Prior School Information

Prior School Type (Other than Pre-School):
School District Cyber Charter School Brick-and-Mortar Charter School
Home School Nonpublic School/Private School
Name of Prior School:
Address of Prior School:
Grade Level at Time of Enrollment:
Withdraw Date from Prior School:

Reason Student Was Not Enrolled Before Charter School Enrollment, if applicable:

Entering Kindergarten

Re-Enrolling Dropout

Other:

Was the student receiving Special Education services or Gifted Education? Yes No

If yes, please check all services that are applicable. IEP GIEP 504

If yes, do you have the student's Special Education records? Yes No

Has the student had six or more unexcused absences during this school year at their prior school?

Yes

No

Unknown

My signature on this form indicates my decision to have my child attend the charter school named on this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. **My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school, or a private school at the same time of enrollment in this charter school and that all information is accurate and true.**

Signature of Parent or Guardian

Date

By signing this form, either electronically or by handwritten signature, you acknowledge that your signature is legally binding. An electronic signature has the same legal force and effect as an original handwritten signature.

The following section is to be completed by a representative of the charter school in which the student intends to enroll.

School District Residency Verification Requirements

The parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's residency to a cyber charter school upon initial enrollment. For students who enroll between July 1 and September 15, the enrollment notification form satisfies the residency verification requirement for that school year.

Students identified as homeless under the McKinney-Vento Homeless Assistance Act are not required to provide a home address or annual proof of residency. Students eligible under the McKinney-Vento Act must be enrolled immediately, even if required documentation is unavailable at the time of enrollment. If eligibility is pending determination, students are to remain enrolled until the dispute is resolved.

Student's PASecureID:

Verification Date:

Verification By (name of charter school employee):

Verification of Date of Birth:

Birth Certificate

Other:

Proof of Residency Provided:

A current deed;

A mortgage statement no more than three months old;

An active residential lease agreement;

A utility bill no more than three months old;

An internet bill no more than three months old;

A credit card bill no more than three months old;

A bank statement no more than three months old;

A tax bill no more than three months old;

An insurance document no more than three months old; or

A piece of mail sent in the past three months by the federal or state government such as benefits information, voter registration, or tax documents.

The student is exempt from the residency verification requirement because they are identified as homeless under the McKinney-Vento Homeless Assistance Act.

Official Enrollment Date:

Anticipated Date of Attendance:

Grade Student is Entering:

FOR CYBER CHARTER SCHOOLS ONLY (required only for transfers during the school year): Has the cyber charter school verified the student's attendance and truancy record with the student's prior school?

Yes

No

If no, provide the reason:

Signature of Charter School Representative

Date

By signing this form, either electronically or by handwritten signature, you acknowledge that your signature is legally binding. An electronic signature has the same legal force and effect as an original handwritten signature.