

IMHOTEP INSTITUTE CHARTER HIGH SCHOOL

ADMISSIONS POLICY for 2018-2019 School Year

Imhotep Institute Charter High School (IICHS) implements its admissions policy using a random lottery and waiting list system. Applications to IICHS are only valid for the school year of the application. Applicants not awarded admission are placed on the waiting list for the duration of the school year. The waiting list does not roll over to the next school year. Students must re-apply for the next school year.

2018-2019 Admissions Timeline

October 2, 2017	Open Enrollment Period Begins
February 16, 2018	Open Enrollment Period Ends/ Deadline for 2018-19 Admissions Lottery
February 22, 2018 @6:30pm	2018-19 Admissions Lottery (open to public; attendance not required)

How to Apply:

PARENTS RIGHT TO TRANSLATION: Families with limited English competency may call 215.438.4140 x 112 to schedule an appointment for support with, or translation of, application and enrollment documents. Spanish admission policy is available on website as well.

- 1) Applications may be completed on-line or downloaded from
ImhotepHighSchool.com/Admissions
- 2) Applications are available at the school Monday-Friday 8:15am to 4:15pm
- 3) Families may submit a Philadelphia Charter School Common Application, available at the School District of Philadelphia Website.
- 4) Please note that during the period from the date of the Admissions Lottery (Feb 22, 2018) through the beginning of the next year's Open Application Period (Oct 1, 2018) IICHS only accepts on-line applications. No Paper Applications are accepted during this period.

Admissions Lottery and Waiting Lists

The IICHS Admissions Lottery is open to the public. The process uses a randomization software application to select names from all applicants whose applications are received prior to the published deadline. The number of slots available via the Admissions Lottery varies from grade to grade and year-to-year based on the number of students returning. Students selected in the Admissions Lottery are notified via mail and have 30 days to claim their awarded slot by submitting the required documents (listed below). Slots not claimed by the prescribed deadline will be forfeited to students on the waiting list. Students not selected for admission in the Admissions Lottery are placed on the Waiting List **through the end of the school year of application ONLY**. Students must submit an application for each new school year. As slots become available, students are selected from the Waiting List based on the number assigned during the lottery, or order of application thereafter.

Enrollment Preference

Preference in the enrollment and waiting list process is given ONLY to siblings of currently enrolled students residing in the same household.

ENROLLMENT DOCUMENTATION/FORMS (REQUIRED)

(Documents families must provide to the school during the enrollment process to secure a slot once admission has been offered).

1. Proof of Age

- a. Acceptable documentation includes: birth certificate; notarized copy of birth certificate; baptismal certificate; copy of record of baptism – notarized or duly certified and showing date of birth; a valid passport; a prior school record indicating the date of birth.

2. Health Records

- a. Up-to-Date Immunization Records

3. Proof of Residency (A and B or C OR B and C OR B and B ; all with same address)

- a. State Issued ID (Parent/ Guardian)
- b. Utility Bill (w/ Parent/Guardian Name)
- c. Lease/ Property Tax Document (w/Parent Guardian Name)

4. Parental Registration Statement

- a. A sworn statement attesting to whether the students has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity.

5. Home Language Survey

- a. All students seeking first time enrollment is a school shall be given a home language survey in according with the requirements of the U.S. Department of Education’s Office for Civil Rights.

ADDITIONAL FORMS (REQUESTED BUT NOT A CONDITION OF ENROLLMENT)

1. Completed and Signed Application and Enrollment Form
2. Student Residency Questionnaire
3. Emergency Contact Form
4. Medical Consent Form
5. E-Rate Household Survey
6. Parent & School Compact
7. Academic Records
 - a. Transcripts
 - b. Standardized Test Scores (if applicable)
 - c. Special Education Records (if applicable)
 - i. IEP
 - ii. NOREP
 - iii. ER/REP