

Jacquelyn Y. Kelley Discovery Charter School
“Where education is not just preparation for life, but life itself.”

2023-2024 Lottery Acceptance Enrollment Packet



Required Documentation for Admission

Proof of the child’s age (Acceptable Documentation)*

Any one of the following seven items constitutes acceptable forms of proof of age:

*Birth certificate; Notarized copy of Birth Certificate; Baptismal Certificate; Copy of the record of baptism; Notarized or duly certified and showing the date of birth; Notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.

Two (2) Proofs of Residency with the same current address

Any one of the following eight items constitutes acceptable forms of proof of residency:

*A Deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver’s license, DOT identification card.

Immunization Records (Acceptable Documentation)

*Either the child’s immunization record, written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

**Parental Registration Statement
Home Language Survey**

The following documents are “recommended, however, are not required, but may assist the Jacquelyn Y. Kelley Discovery Charter School in educating your child:

Charter School Student Enrollment Notification (page 4 of this packet)
Record Request Form (page 7 of this packet)
Report Card
PSSA Test Scores (Grades 3-8)
Current Health Assessment
(JYK DCS will provide physical/dental assessments to families who are unable to secure them)
Current Dental Records
Wallet Sized Photo of Child
Any Academic Support Service Records (IEP, 504, etc.)

You will have ten (10) days after receipt to submit your completed packet.

Packets can be emailed: clomax@dcsschool.com, faxed: 215-879-2319 or hand-delivered to the school by appointment or during Admission Office Hours

Monday through Friday, 10am to 1pm

Applications will not be accepted at any other time.

Thank You!

CHILD MUST BE 5 YEARS OF AGE BY SEPTEMBER 1ST TO REGISTER FOR KINDERGARTEN



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PARENTAL REGISTRATION STATEMENT

Student Name _____
Date of Birth _____ Grade _____
Parent/Guardian Name _____
Address _____
Telephone Number _____

Pennsylvania School Code §13-1304-A states, in part, “Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide sworn statement or affirmation stating whether the pupil is presently or was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property, including conviction or delinquent adjudication related to sexual assault.”

Please complete the following and check the appropriate response:

I hereby swear or affirm that my child was _____ was not _____ previously suspended or expelled, or is _____ is not _____ presently suspended or expelled, from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information, and belief.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of the school from which student was suspended or expelled:

Dates of suspension or expulsion:

(Please provide additional schools and dates of expulsion or suspension on back of this sheet.)

Reason for suspension/expulsion (optional) _____

Signature of Parent or Guardian Date _____

**Any willful false statement made above shall be a misdemeanor of the third degree.
This form shall be maintained as part of the student's disciplinary record.**



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HOME LANGUAGE SURVEY

ALL newly registering students regardless of race, nationality, or language origin MUST complete this form.

Federal law requires that all Local Education Agencies (LEAs) utilize a non-biased procedure for identifying which students are potential English Learners (ELs) in order to provide appropriate language instruction educational programs and services. Given this responsibility, LEAs have the right to ask for the information contained on this and other forms associated with the identification process.

The charter school has the responsibility under the federal law to serve students who are English Learners and need English Language instructional services. Given this responsibility, the charter school has the right to ask for the information it needs to identify English Learners. As part of the responsibility to locate and identify ELs, the charter school may administer tests and ask for information about EL students who are enrolled in the school as well as students who are applying.

Parent/Guardian must complete this section:

Student's Name: _____ Birth Date: _____

Parent's/Guardian's Name: _____

Questions for Parent/Guardian:

1. Is a language other than English spoken in the home? ___ No ___ Yes (language) _____ 2.

Does your child communicate in a language other than English? ___ No ___ Yes (language) _____

3. Which language did your child first learn to speak? _____ 4. Which language would you prefer to receive information from the school? _____

5. How often does your child speak English in the home environment?

Please circle one: Never Occasionally Daily

6. How often is your child exposed to stories or text that is written in English?

Please circle one: Never Occasionally Daily

7. How often do the child's caretakers speak English in a conversation with the child?

Please circle one: Never Occasionally Daily

8. Is the student receiving ELD/ESL services? ___ Yes ___ No

9. Has the student been removed or promoted from ELD/ESL services? ___ Yes ___ No If your answer is 'Yes', please provide the date: _____

Any additional information that may be helpful:

Parent/Guardian Signature: _____ Date: _____

Interpreter Provided ___ No ___ Yes

Charter School Student Enrollment Notification
For School Year 2023-2024

Student ID# _____

PA Secure ID# _____

Warning: A child enrolled in another public school, non-public school,
or private school cannot at the same time enroll in a charter school.

Name of Charter School: Jacquelyn Y. Kelley Discovery Charter School
Address: 4700 Parkside Avenue, Philadelphia, PA 19131
Contact: Cheryl Lomax
Phone #: 215-879-8182 ext. 131
Email Address: clomax@dcsschool.com

I. Student Information:

Last Name _____ First Name _____ MI _____
Date of Birth _____ Age: _____ Enrolling Grade _____ Home
Address _____ City/State/
Zip Code _____ Cell #
_____ Home # _____ Email
Address _____

Mailing Address (if different from Home address)

Address _____
City/State/Zip Code _____

II. School District of Residence and Former School Information:

School District of Residence: _____
Name of Former School: _____
____ Public School ____ Charter School ____ Home Schooled ____ Non-public School

Student not enrolled in school preceding enrollment in Charter School because: ____ Entering
Kindergarten ____ Re-Enrolling Dropout ____ Other _____

Name of Former School: _____
Address _____
City/State/Zip Code _____
Grade ____ Withdrawal Date from Former School _____

**Was your child receiving Special Education or Mental Health Services? ____ Yes ____ No If yes, do you
have the child's records (including a 504 Plan or IEP)? ____ Yes ____ No Please list classification and/or
academic support services received (i.e. ADHD, ADD, ODD, OHI, etc.)**

Parent/Guardian

Signature Date

_____ Check here if this applicant is the sibling of a current student

List Sibling Name _____

III. PARENT/GUARDIAN INFORMATION:

Complete Parent/Guardian information as applicable:

Child lives with: _____ Both Parents _____ Both Parents Alternately _____ Mother only _____ Father
only _____ Legal Guardian _____ Foster Parents _____ Other Adult

Special Custodial Court Instructions: _____ Yes _____ No
(if yes, please provide a copy of the Court Order)

Mother's Name _____

Address _____ City/

State/Zip Code _____ Home #

_____ Work # _____ Cell # _____ Email Address

Father's Name _____

Address _____ City/

State/Zip Code _____ Home #

_____ Work # _____ Cell # _____

Email Address _____

If student is not living with parents, please complete this section.

_____ Guardian _____ Foster Parent _____ Other Adult _____ Name

_____ Address

_____ City/ State/Zip

_____ Home #

_____ Work # _____ Cell # _____

Email Address _____

Are you currently experiencing a housing emergency? _____ Yes _____ No

**My signature on this form indicates my decision to have my child attend Jacquelyn Y. Kelley
Discovery Charter School.**

Parent/Guardian

Signature Date

IV. SPECIAL ISSUES AND CONCERNS

A. EMERGENCY CONTACT INFORMATION

The people listed below are authorized to pick-up, be contacted and/or interact with my child during the scheduled school hours. Any changes to this list must be submitted to the school in writing via a Student Update Form (signed by the parent or guardian).

Name _____ Relationship to student _____

Home # _____ Work # _____ Cell # _____

Name _____ Relationship to student _____

Home # _____ Work # _____ Cell # _____

Name _____ Relationship to student _____

Home # _____ Work # _____ Cell # _____

B. MEDICAL CONCERNS

Does your child have special medical concerns? Yes No

If yes, please explain _____

Child's Medical (Insurance) Provider _____

Child's Primary Physician _____

Physician's Office Address _____

Physician's Phone # _____

Consent to release information/records: Yes No Initial _____

VI. ETHNICITY

A. RACE DESIGNATION (check one only)

White Black/African American American Indian/Alaska Native Asian

Multi-Racial Native Hawaiian/Other Pacific Islander Hispanic

Choose Not to Respond

My signature below indicates that the information provided is true and any false or withheld information will void the enrollment of my child into Jacquelyn Y. Kelley Discovery Charter School. I have read and acknowledged receipt of the [Enrollment Policy](#) and the [Non-Discrimination Policy](#). I understand that completion of this application does not guarantee my child's enrollment. I acknowledge that this application is valid until December 31, 2023.

Parent/Guardian Signature Date

Please complete the Parent Registration Statement (Attachment A).

VI. To Be Completed by a Jacquelyn Y. Kelley Discovery Charter School Representative

Date of Birth Verification: Birth Certificate Other (specify) _____

Two (2) Proofs of Residency:

Driver's License/State ID Mortgage/Lease Utility Bill (water, gas or electric bill) Other _____

Immunization Records: Yes No (if no, parent/guardian must sign Refusal to Vaccinate Form) Official

Enrollment Date _____

Grade Student is Entering _____ Anticipated Date of First Attendance

Initials of Jacquelyn Y. Kelley Discovery Charter School Representative _____ Date _____

Student ID# _____

PA Secure ID# _____

JACQUELYN Y. KELLEY DISCOVERY CHARTER SCHOOL
4700 Parkside Avenue
Philadelphia, PA 19131

**RECORD REQUEST FORM
FOR SCHOOL YEAR 2023-2024**

Charter School Contact Person: Cheryl Lomax
Phone #: 215-879-8182 ext. 131 Fax: 215-879-2319 Email: clomax@dcsschool.com

The following student was previously enrolled at your school prior to enrolling at the Jacquelyn Y. Kelley Discovery Charter School.

Student Information:

Last Name _____ First Name _____ MI _____

Date of Birth _____

Address _____

City/State/Zip Code _____

Home # _____ Work # _____ Cell # _____

Name Former School: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ **Fax:** _____

Please send all cumulative records you may have pertaining to this student, including:

- **Academic Records (including Standardized Test Scores, e.g., PSSA and/or TerraNova)** ○
- Dental, Health & Immunization Records**
- **ACT 26 Certified Discipline Records**
- **Special Education Records, including IEP, IR and NOREP (if applicable)**
- **Mental health history and records pertaining to the education of the student**

Please forward records to: Jacquelyn Y. Kelley Discovery Charter School
Attn: Cheryl Lomax, Records Department
4700 Parkside Avenue, Philadelphia, PA
19131 Email: clomax@dcsschool.com

I hereby authorize you to release my child's records to the Jacquelyn Y. Kelley Discovery Charter School.

Parent/Legal Guardian

Signature Date

Parent/Legal Guardian

Signature Date

Attachment A -Parental Registration Statement



Student Name _____

Date of Birth _____ Grade _____

Parent or Guardian Name _____

Address _____

Telephone Number _____

Pennsylvania School Code §13-1304-A states in part “Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.”

Please complete the following:

I hereby swear or affirm that my child was not previously suspended or expelled, or is not presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A.

§4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

If this student has been or is presently suspended or expelled from another school, please complete: Name of the school from which student was suspended or expelled:

Dates of suspension or expulsion

(Please provide additional schools and dates of expulsion or suspension on back of this sheet.)

Reason for suspension/expulsion (optional) _____

(Signature of Parent or Guardian)

(Date)

General Guidelines for the 2023-2024 Lottery Application and Enrollment Process

The following are the JYK Discovery Charter School Lottery Guidelines (adopted):

- Only one application can be submitted per student.
- You must submit your completed application by the lottery deadline on March 31, 2024.
- JYKDCS does not carry waiting lists over from year-to-year. If a child is on the waiting list for the previous school year and a space does not become available, the child's name does not automatically go on to a waiting list for next school year; the family must submit a new application for the lottery for each new school year. Applications are on file from the beginning of the lottery until the following February.
- Applications can be completed electronically via the website www.discoverycharterschool.com or by paper application picked up and submitted at the school site.
- Applications for 2023-2024 will be accepted for the waiting list through the last day of current school year (June 2022) and will be added to the end of the waiting list for the particular grade in the order they are received
- Applications that are not eligible for the lottery process include those received after the lottery deadline or those for students living in Pennsylvania, but outside of Philadelphia

Sibling Preference

- Sibling preference will only be given for siblings living in the same household (either all the time or through joint custody) as the current DCS (in grades K-8) sibling AND when submitted by the lottery deadline.
- Any sibling preference applications received after the lottery deadline will be added to the waiting list.

Multiple children from one household

If a family is applying for more than one child, a separate application needs to be completed for each child and each child's name will be entered individually into the lottery. If one of a set of twins is chosen in the lottery, the other twin is granted a space.

Student Lottery

The Lottery will take place at DCS and is open to the public.

The name of each child for whom an application was received by the lottery deadline will be placed in an electronic lottery database, names are pulled electronically. DCS gives preference to Philadelphia residents; therefore, any application received by the lottery deadline for a Philadelphia, Pennsylvania applicant will be added to end of waiting for their particular grades after the lottery process takes place.

Notification of acceptance and waiting list status.

Applicants selected via the lottery will be notified via email.

ALL applicants will be emailed noting the child's place on the waiting list for those who did not receive an available seat.

Contacting waiting list families

A waiting list number will be emailed to parents/guardians with further updates. DCS moves through the waiting lists in numerical order, beginning with the sibling waiting list and then moving to the general list.

If/when DCS comes to a child's name on the waiting list, DCS will contact that child's family via telephone and (if available) e-mail. *It is the families' responsibility to keep DCS informed of updated contact information.*

If a child is accepted from the waiting list space at DCS and that child has another sibling on a DCS waiting list (who meets the DCS sibling preference policy), that sibling will be moved to the sibling waiting list.

If the family that is called does not respond to DCS within the given timeframe, the next name is called.

When DCS contacts a family from the waiting list and is informed that the child is either being retained in his/her current grade or being promoted two grades (instead of one), the child will be moved to the top of the non-sibling waiting list for the "new" grade, but there will not be a guarantee that DCS will be able to offer the child a space in that grade.

Parents are welcome to call DCS after April 26, 2024, to ask about any movement on the waiting lists.

Submission of Documents Necessary to Complete Enrollment

Upon written notification of acceptance for admission through the lottery, the student's parent or guardian will be required to submit by the stated deadline, either online via their parent portal or in person at 4700 Parkside Avenue Philadelphia Pa 19131 during business hours; proof of student's age, documentation establishing Philadelphia residency, & proof of immunizations required by law, **Parent Registration Statement (Section 1304-A Sworn Statement)** and Home Language Survey 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) Two (2) Documents Establishing Residency in Philadelphia - Acceptable documentation includes a copy of 2 of the following in the name of the parent or guardian:

- 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

The JYK Discovery Charter School will rely on the information provided to determine the student's eligibility to enroll at DCS.

- (3) Immunizations Required by Law - Acceptable documentation includes: student'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 (red card - Pennsylvania Department of Health Medical Certificate and Medical Plan), or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to be sent. In order to be exempt from this requirement, a parent/guardian must submit a written statement objecting to one or more vaccines because of religious beliefs or moral or ethical conviction, or the student's physician must have signed a "Statement of Exemption to Immunization Law" form.
- (4) Parent Registration Statement (Section 1304-A Sworn Statement) - As required by 24 P.S. Section 13-1304-A, during the enrollment process, but prior to admission to a charter school, a parent must provide the school with a sworn statement that his or her student has not been suspended or expelled for an Act 26 offense involving weapons, alcohol, drugs, infliction of injury, or violence on school property. Also, as required by Act 110 of 2020, The JYK Discovery Charter School will remove, transfer, or reassign students who are adjudicated delinquent or convicted of sexual assault when the offending student and the victim are enrolled in the same school.
- (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.

Additional Documentation Requested but Not Required for Enrollment

In order to address student's individualized needs, it is most helpful for school staff to have additional information regarding incoming students. Therefore, The JYK Discovery Charter School may request, **but not require**, additional documents during the enrollment process

including, but not limited to:

- Picture identification
- Health or physical examination records other than immunization records required for school attendance.
- Academic records (report cards or transcripts of grades)
- Standardized test records/achievement scores
- Attendance records
- Special education records (including but not limited to current IEP and most recent evaluation or reevaluation)
- Custody or dependency order when the resident is seeking to enroll the child under 24 P.S. § 1302(a)(1) which requires “appropriate legal documentation to show dependency or guardianship,” in either of two circumstances: (i) when parents reside in different school districts due to separation, divorce, or other reason, the child may usually attend school in the district of the parent with whom the child lives for a majority of the time, but a court order or court-approved custody agreement specifies otherwise; or (ii) a parent with joint custody is enrolling the child upon reliance on a court order or custody agreement as the basis for enrolling the child
- Completed Registration form (includes request for other voluntary information such as student’s mode of transportation to school, authorized person(s) who may pick up the child from school, authorization for release of records from prior schools, parent or guardian who will have access to the Parent Portal and, for the purpose of linking family portal accounts, the names of other students in the family who attend DCS.

Please contact Mrs. Cheryl Lomax, Enrollment Coordinator, JYK Discovery Charter School at (215) 8798182 ext. 131 with any questions.

Ms. Sharlyne Cloud

Chief Executive Officer