

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 2023) 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