



Application Checklist for Grades 6-12

Dear Friends,

Thank you for your interest in applying to William Penn Charter School. This packet contains all the forms and instructions you need for the application process. The Admissions Office has worked to make the admission process efficient and easy to follow. Even so, there are times when you will need to ask questions. We welcome your calls and emails at 215-844-3460 x103 or admissions@penncharter.com.

Each year, Penn Charter forms new sections in 6th, 7th and 9th grades, making these the best times to apply; new students are admitted to other grades if spaces are available. As a school committed to diversity, Penn Charter welcomes students of every race, religion, socioeconomic status, ethnic background and sexual orientation and encourages applications from current families as well as children of alumni and members of the Religious Society of Friends.

Please read these pages carefully and contact the Admissions Office with any questions.

In the packet:

- Admissions Process (1 page)
- Tuition & Financial Aid Process (1 page)
- Visiting Penn Charter (1 page)
- Records Release form (1 page)

We look forward to meeting you during the admissions process.

Karen Hallowell
Director of Middle and Upper School Admissions

Applying to Penn Charter

Applying to Penn Charter is a simple and straightforward process, and the following information will help guide you through the steps. You may apply online at www.penncharter.com/admissions; all the forms necessary to complete your application are in this packet.

- **Campus Visit**
Families are strongly encouraged to attend an Open House. A parent meeting and applicant interview are required. Appointments are offered on school days and some evenings and weekends. School day appointments can include a campus tour as well. Shadow days are available on many school days; space can be reserved by contacting the Admissions Office.
- **Application**
Complete the application for admission, preferably online at www.penncharter.com/admissions
- **Recommendations**
It is important that the teacher recommendations not be completed by your child's teachers until early November. We believe that teachers should be given time to work with your child during the current school year in order to provide us with appropriate feedback about your child's academic progress. Recommendations from your child's current English/Language Arts and mathematics teachers are submitted through our online portal.
- **Release for School Records Form**
This form should be completed and signed by the parent/guardian and returned to the applicant's current school. The student's official transcript should include the applicant's grades from the past year and the first marking period of the current year. Please have the school send the records directly to Penn Charter.
- **Admissions Testing**
Reserve a test date for the SSAT (Secondary School Admissions Test), or the ISEE (Independent School Entrance Exam). You may register online or request registration materials from the Admissions Office. Complete the ISEE or SSAT registration form, listing Penn Charter as a score recipient. Our school codes are listed below. The test may be taken at any test site.

<u>Test</u>	<u>Website</u>	<u>Penn Charter Code</u>
SSAT	www.ssat.org	8218
ISEE	www.iseetest.org	393560

Tuition & Financial Aid Information

"A lot of people have the perception that they cannot afford it. What I say is do not let the tuition deter you. If you really like the school, go ahead and apply." — Upper School mother

Penn Charter operates on the founding Quaker principles of equality and diversity. The Overseers, the governing body of the school, has attempted to carry out William Penn's vision of education for all by maintaining a significant financial aid program. Financial aid for the 2018-19 school year totaled \$11.2 million. Currently, 42 percent of our students receive need-based financial aid. At Penn Charter, "need" is defined as the difference between the family's resources and the child's tuition expenses. To evaluate need, Penn Charter uses formulas created by School and Student Service for Financial Aid (SSS). Parents applying for financial aid must complete the Parents' Financial Statement (PFS).

Admissions decisions are made separately from and prior to financial aid decisions. Penn Charter imposes no income ceiling or minimum for families applying for financial aid. Current families may apply.

Any student who applies to Penn Charter may apply for financial assistance. However, because Penn Charter maintains a balanced allocation of financial aid, funds are most likely to be available to new students entering pre-Kindergarten, Kindergarten and grades 6, 7, and 9. At other grade levels, financial aid is either unavailable or very limited.

Families applying for financial aid must complete the following:
[see penncharter.com/fa for links]

1. Apply for admission and financial aid to Penn Charter at the same time—it's all on the same form.
3. Complete the Parents' Financial Statement (PFS) online at solutionsbyss.com.
4. By Jan. 4, 2019, send Penn Charter a copy of your 2017 federal tax return with W2s and all accompanying schedules. Note: for applications for 9th grade, the first round deadline is Dec. 7, 2018.
5. Also send your 2018 final pay stub (Dec.) to show cumulated income earned for the past year. Note: for applications to 9th grade, send your most recent pay stub by the first round deadline of Dec. 7, 2018.
6. If your income in 2019 will be markedly different than in 2018, please mail or email a note of explanation to Allan Brown, the Director of Financial Aid.

All of these documents are used by Penn Charter in determining whether to offer a grant and, if so, how much.

Applications completed by January 4, 2019 (Dec. 7, 2018 for applications to 9th grade), will be processed in the first round of financial aid decisions. Applications received after this date will be reviewed on a rolling basis as long as funds are available.

Please contact Director of Financial Aid Allan Brown (215-844-3460 x147 or abrown@penncharter.com) with questions or requests for additional information.

Middle & Upper School Tuition Rates 2018-19

Grade 6	\$33,810	Grade 9	\$37,560
Grade 7	\$33,810	Grade 10	\$37,560
Grade 8	\$33,810	Grade 11	\$37,560
		Grade 12	\$37,560

The Shadow Day Visit

Applicants have the opportunity to schedule a day-long shadow visit at Penn Charter. The Admissions Office schedules these visits until all available slots are reserved on a first-come, first-served basis.

Health Concerns

If your child has a medical condition which Penn Charter should know about for your child's well-being during the school visit, please communicate with our nursing staff by completing our web-based form **at least five days** prior to the visit. The form is available at www.penncharter.com/visitorhealth.

Information for Students

Your day begins at 8:00 a.m. in the Admissions Office in the Main Building. You will be greeted by a member of our admissions staff and introduced to a student host who will escort you through the rest of the day's schedule:

Morning

- Attend classes with your student host.
- Eat lunch with the Middle School (11:45 a.m. – 12:25 p.m.)
or the Upper School (12:35 – 1:10 p.m.).

The Admissions Office will provide you with a lunch ticket that will cover the cost of your meal.

Our dining hall has a salad bar, soups, sandwiches and hot daily specials. You can view the menu at www.penncharter.com/menu.

Afternoon

- Interview with a member of the Penn Charter admissions team. You will be asked to talk about yourself. This is your opportunity to ask questions, too!
- Complete a short writing sample.

A note about dress...

The guidelines are simple:

If your shirt has symbols, lettering or advertisements, those designs should be no larger than a closed hand. Please do not wear hats, sweatpants, athletic shorts or backless shoes. Skirts or shorts should be no more than four inches above the knee.

We hope you enjoy the day!

Release for School Records

I request that the school record of _____

be forwarded

- by **mail** to William Penn Charter School Admissions Office
3000 West School House Lane
Philadelphia, PA 19144
- by **fax** to 215-844-5201
- by **email** to admissions@penncharter.com

Please include the following information

1. Transcript and academic records, including grades for both the previous year and the current year.
2. Attendance record.
3. Results of standardized achievement and/or aptitude tests.

I also authorize teachers or administrators to release information about my child which would identify apparent strengths or weaknesses and patterns of behavior.

Signature of parent or guardian:

Name

Date