



Admission and Enrollment Policy and Process

Boys' Latin of Philadelphia ("Boys' Latin" or "the school") provides a world-class college preparatory education to 800 students in grades six through 12. Boys' Latin is a public school operating under a charter granted by the Commonwealth of Pennsylvania and the School District of Philadelphia (the "District"). As a public charter school, there are no fees or costs associated with or in connection to student admissions or enrollment. Boys' Latin is a school of choice, and it is important for applicants and their families to know the level of academia required. All applying are encouraged to do due diligence to learn about our extended school day and rigorous curriculum, which is exclusively college preparatory with a Latin language requirement. Additionally, applicants should note the unique school year calendar for all incoming ninth grade students; these students will begin their freshman year with a summer session. This is a part of the school calendar for these students, and attendance is mandatory. Boys' Latin is serious about student achievement and expects that students and families will embrace those expectations.

Enrollment Targets:

Admission to the school is open to all eligible students citywide – boys who reside within the City of Philadelphia who are rising to either sixth or ninth grade exclusively. Applicants to all other grade levels served by the school will automatically be placed on the waitlist and based on capacity, the school may offer admission to applicants to these grade levels. In such event, applicants will be admitted by grade level in the order of the grade level waitlist. The school strives to maintain an average daily membership that equates to the enrollment cap of 800 students provided by its authorizer, the District.

Boys' Latin does not discriminate on the basis of race, color, nationality, creed, orientation, ethnicity, mental and physical disability, proficiency in English, or prior academic achievement when admitting students. Furthermore, the student's right to be admitted to the school is not conditioned on the student's immigration status and Boys' Latin does not inquire regarding the immigration status of a student as part of the admission process.

Boys' Latin recruits through students by participating in the Philly High School Fair, Philly K-8 Fair, and individual school's (traditional public, public charter, and parochial) admissions fairs throughout the City of Philadelphia. Boys' Latin also recruits students by advertising in print, digital, traditional, and social media; distributing flyers in the community; running targeted email and postcard campaigns; leveraging word-of-mouth; and other best practice strategies as needed. The school monitors its progress toward meeting its enrollment targets via SchoolMint, the school's secure online enrollment system.

Applying for Admission:

The Boys' Latin application is available on the school's website under the Enroll tab (www.boyslatin.org/enroll). Within this section of the website, students and families can access and submit an application electronically through SchoolMint. Families are welcome to visit the main office of the high school

located at 5501 Cedar Avenue Philadelphia, PA 19143 for assistance. Families will be provided with information on how to apply and, as requested, a paper application. Paper and electronic applications are available in English and Spanish.

The application process only involves submitting the application form by the deadline. No interview, school tour, information session, or fee is required. Applicants receive a notification confirming receipt of their application upon submission.

Applicants who submit complete applications after the application deadline may be offered admission to Boys' Latin in the order received only after the school has exhausted the waitlist of students whose applications were received by the application deadline. When an applicant applies to Boys' Latin and is unable to enroll because the school is at its maximum enrollment or there are school-implemented grade and space limitations, the school will provide the applicant with documentation of their attempted enrollment, date of placement on the waitlist, and number on the waitlist.

Application Data:

In compliance with federal and state laws (FERPA, PPRA, and COPPA), Boys' Latin stores all data submitted through electronic applications in SchoolMint, the school's secure online enrollment system. All data submitted through paper applications are inputted into SchoolMint by the Director of Enrollment and stored; accordingly; original applications are destroyed. Applicant data is not shared with any schools to which the applicant did not apply or to any other entity.

Lottery:

Selection of students for admission to Boys' Latin is done by randomized public lottery. The lottery date, time, and location are posted on the Boys' Latin website no fewer than 14 calendar days prior to the date of the lottery and until the lottery is concluded, though attendance at the lottery is not required for admission. The school provides the Charter Schools Office of the School District of Philadelphia ("CSO") notice of the date, time, and location of any and all admissions lotteries at least 30 days prior to the scheduled date of each admissions lottery. Students selected in the lottery are accepted to Boys' Latin. Those not selected are placed on a waitlist for the grade level to which they applied. In the event the number of applicants does not exceed the grade level capacity, a lottery is not required, and all applicants are offered admission. The families of all applicants are notified via SchoolMint through email or text.

Following the enrollment period, the families of applicants from the waitlist are contacted and offered enrollment as and if a spot in the grade level to which the applicant applies becomes available. The school typically enrolls students admitted from the waitlist within one business day but no later than five business days. Applicants who submit complete applications after the application deadline are placed on the waitlist for the grade level to which they applied below the applicants who were not selected in the lottery. Should there be space available after the lottery, applicants will be admitted in the order of the grade level waitlist. The school typically enrolls students admitted after the lottery within one business day but no later than five business days. The waitlist is valid through the last day of school of the school year for which the application was submitted.

An ordered, up-to-date waitlist will be continuously maintained, reflecting at any given time the next eligible student to be offered admission in each grade served by the school, identifying any applicable preference(s) for each student, and indicating the date any student is removed from the waitlist with the reason for removal. The school will provide a copy of its current waitlist within 10 business days after request by the CSO.

Lottery Preferences:

Boys' Latin offers a sibling preference for admission. In order to be eligible for the sibling preference, the applicant must be related to a current or graduated Boys' Latin student in one of the following ways: (1) has a shared legal guardian or there is shared legal custody of both students by a common individual or (2) is a half sibling, step sibling, or biological sibling. Residing at the same address as a current or graduated student alone does not make an applicant eligible for the sibling preference. In order to be eligible, applicants must indicate the sibling preference on their application. Boys' Latin will not retroactively apply sibling preference for anyone who did not request the sibling preference at the time of application prior to the application deadline. Boys' Latin reserves the right to determine if a student is eligible for sibling preference using its student information system. Siblings of current or graduated students will be placed on a priority list if their complete application is submitted by the application deadline. Preference will be extended from newly enrolled students to their siblings, provided that all siblings seeking enrollment submitted applications prior to the application deadline and indicated the sibling relationship on the original application. Once the sibling selected in the lottery has submitted complete enrollment paperwork to the school, any of their eligible siblings will then be placed at the top of the waitlist (by the lottery order of the not-yet-enrolled sibling if more than one such applicant is on the waitlist at a time). Please note that the sibling preference does not apply to applicants who submit their applications after the application deadline.

Confirming Enrollment:

It is important to understand that being selected in a lottery is only one step involved in enrolling at Boys' Latin. The next step involves submitting the required documents by the proper deadline or a student's spot will be forfeited. Following the lottery and acceptance, families must submit Proof of Child's Age, Proof of Residency, Proof of Immunizations, a Home Language Survey, and a Parent Registration Statement to the school online via the SchoolMint; via an email to the Director of Enrollment; or turned into the school's main office at 5501 Cedar Avenue Philadelphia, PA 19143. Families must complete the required enrollment forms by the deadline their students' acceptance. Families will have a minimum of four weeks to complete the requirement enrollment forms. Exceptions will be made only for families with language barriers, and only when those families face extenuating circumstances. These five aforementioned required forms include all student information necessary to complete the registration requirements of Pennsylvania Charter Law (PA Act 22 of 1997). Students for whom these five items are submitted by the enrollment deadline are considered enrolled for the school year for which they applied. Additional information may be requested. However, Boys' Latin does not prohibit or delay enrollment contingent upon receipt of this additional information. The school hosts informational orientation sessions for new families so that they can learn more about Boys' Latin, ask questions, and receive assistance.

Boys' Latin does not require schoolwide reenrollment paperwork for each school year. While the school issues a reregistration form each school year for informational purposes, its completion is not required. All students currently enrolled and attending Boys' Latin automatically reenroll for the following school year, including current eighth grade students who will be automatically enrolled in ninth grade for the following school year. Twelfth grade is the terminal grade of the school. Current twelfth grade students will only be reenrolled for the following school year if they do not meet the graduation requirements.

Accounting for and Recording Enrollment:

The school accounts for and records enrollment and disenrollment, including withdrawals and expulsions, via its student information system and reports this data to the District via the District student information system within 10 calendar days after the date of confirmation or finality of the enrollment event (enrollment, withdrawal, expulsion, transfer, etc.) or in accordance with final and approved District policy, whichever is longer.

Enrollment Timeline for the 2023-24 School Year:

Date	Item
September 23, 2022	Application for the 2023-24 School Year Opens
January 23, 2023	Application for the 2023-24 School Year Closes at 12:00pm (Application Deadline)
February 8, 2023	Enrollment Lottery The families of students selected for enrollment will be notified via email or via text through SchoolMint. The families of students selected for enrollment should begin completing all required forms through SchoolMint. The families of waitlisted students will be notified via email or via text through SchoolMint.
February 28, 2023	New Family Orientation Session (Option #1) – High School
March 2, 2023	New Family Orientation Session (Option #1) – Middle School
March 7, 2023	New Family Orientation Session (Option #2) – Middle School
March 9, 2023	New Family Orientation Session (Option #2) – High School
March 13, 2023	Required Enrollment Forms Due at 4:00pm