



Enrollment Policy

Purpose

Families choose to enroll their children because they believe Propel Schools is right for their child, and children are welcomed regardless of ability or disability, race, religion or national origin. A simple process, described below, ensures that all applicants are treated fairly. Children who already attend a Propel School, wishing to move from one Propel School to another Propel School, and children with a sibling already enrolled receive preference provided their applications are completed in a timely manner. Eighth-grade scholars who wish to transfer from a Propel K-8 or middle school are required to re-apply, so they receive preference to attend a Propel high school of their choice. Propel Montour Middle School fifth-grader scholars are also required to re-apply so they receive preference to attend a Propel middle school of their choice.

Overview

A lottery is held in January for spaces that may be open in the following year. At the lottery, an ordered list is created using the online application system called SchoolMint. The initial drawing of the lottery is overseen by an auditor.

When space becomes available, an offer of admission will be made. In order to accept the offer, families must:

1. Complete an enrollment form
2. Provide a birth certificate for the scholar (Children must be 5 years old on or before August 31 of the school year to enter kindergarten)
3. Provide evidence of required immunizations (or a statement from the parent/guardian of objection to this requirement on religious grounds)
4. Complete a record release form; and
5. Provide satisfactory proof of residence

Procedures

1. Visit the school. We encourage families to visit the school and talk with designated staff to make sure the school is right for their child.
2. Complete an online application in SchoolMint. A separate application must be completed for each child who is applying.

3. Applications will be accepted beginning **October 1** for the following school year. Scholars on the waitlist must reapply every year. The waitlist does not roll over to the next school year.
4. In order to be eligible for the lottery, applications must be received by **December 31**.
5. In **mid-January**, a blind lottery will be conducted electronically. Only applications submitted by the **December 31** deadline will be eligible for the January lottery. At the lottery, Propel Grade 8 scholars applying to Propel high schools will be drawn first. Next, siblings of current scholars will be offered available spaces. Finally, the remainder of other eligible applications will then be offered available spaces.
6. When we are sure that space will be available in a particular grade, offers of admission will be made from the ordered list. Parents will have two (2) weeks from the offer of admission to complete the enrollment process or forfeit their space.

Entitlement to Education

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. This entitlement and the requirements to secure enrollment apply equally to resident scholars residing with their parent(s); to non-resident scholars living with a district resident who is supporting the child gratis and seeking enrollment under 24 Pa. Code 13-1302; to nonresident scholars living in a facility or institution; to nonresident scholars living in a foster home; and scholars experiencing homelessness. Homeless children and youth lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children and youth are those who are "awaiting foster care placement" and "unaccompanied homeless youth;" to nonresident scholars living in a foster home. Provided that the required enrollment documentation is provided, the school district or charter school must enroll non-resident children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of Propel's receipt of the required documentation.

Home Language Survey

All scholars seeking first-time enrollment in a school shall be given a home language survey in accordance with the requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the scholar may not be delayed in order to

administer the Home Language Survey. Items which may NOT be Requested A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a scholar as part of the admission process. Propel Schools are public schools and are therefore open to all scholars regardless of race, ethnic background, gender, religion, and/or ability. As a school of choice, families have an opportunity to make an informed decision regarding the appropriateness of this and other schools for a particular youngster.

Approved By	Date
Dr. Tina Chekan	3/20/2023
Board of Trustees	3/20/2023