



## **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 ("District"). There are no fees or costs associated with or in connection to student admission 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 the school's rigorous curriculum, which is exclusively college preparatory with a Latin language requirement, extended school day, and graduation requirements. Additionally, applicants should note the unique school year calendar for all incoming ninth grade students, who begin the school year with a mandatory summer session. Boys' Latin is serious about student achievement and college matriculation and persistence, and expects that students and families to embrace those expectations.

### **Admission:**

#### ***Enrollment Targets:***

Admission to the school is open to all eligible students citywide – students who identify as male who reside within the City of Philadelphia ("Philadelphia" or "the city") 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 an 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 its authorized enrollment of 800 students.

Boys' Latin does not discriminate on the basis of race, color, nationality, creed, orientation, ethnicity, mental and physical disability, proficiency in English, or prior school performance 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 students by participating in the K-12 Philly School Fair and individual school's admissions fairs throughout 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; hosting information sessions and open house events; leveraging word-of-mouth; and other best practice strategies as needed. The school monitors progress toward meeting its enrollment targets via SchoolMint, the school's secure online enrollment system.

In compliance with state law, all students who live in Pennsylvania may apply to Boys' Latin, however students who live within Philadelphia receive preference in the enrollment process. If the number of Philadelphia applicants does not exceed the capacity, then the school shall offer admission to students who live outside of Philadelphia but within Pennsylvania.

### ***Applying for Admission:***

The Boys' Latin application is available on the school's website under the "Enroll" tab ([www.boyslatin.org/enroll](http://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, fee or other action or information is required. Applicants receive a notification confirming receipt of their complete application upon submission.

Applicants who submit complete applications after the application deadline may be offered admission to Boys' Latin in the order the application was received only after the school has exhausted the waitlist of applicants 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 all applicable laws, including the Family Educational Rights and Privacy Act ("FERPA"), Protection of Pupil Rights Amendment ("PPRA"), and Children's Online Privacy Protection Rule ("COPPA"), Boys' Latin stores all data submitted through electronic applications in SchoolMint. 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. Please note that only applicants who submit complete applications by the application deadline are included in the 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. Applicants selected in the lottery are admitted to Boys' Latin. Applicants who are not selected in the lottery are placed on the waitlist for the grade level to which they applied, in the order in 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 admitted. The families of all applicants are notified via SchoolMint.

Following the enrollment period for the applicants selected for admission via the lottery, 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 applied becomes available. The school typically enrolls students admitted from the waitlist within one business day of receiving the documents required for enrollment 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 of receiving the documents required for enrollment but no later than five business days. The application for the school year closes on October 1<sup>st</sup>

<sup>1</sup><https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>

of the school year for which the application was submitted. The waitlist is valid through October 31<sup>st</sup> of the school year for which the application was submitted.

An ordered, up-to-date waitlist is continuously maintained, reflecting at any given time the next eligible applicant to be offered admission in each grade served by the school, identifying any applicable preference(s) for each applicant, and indicating the date any applicant 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 for the sibling preference for admission, applicants must indicate the sibling preference on their application and submit their application by 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 application indicates the sibling preference and 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 their applications. Once the sibling selected in the lottery has submitted all documents required for enrollment to the school, 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.

### **Enrollment:**

#### ***Confirming Enrollment:***

It is important to understand that being offered admission is only one step involved in enrolling at Boys' Latin. The next step involves submitting the required documents by the deadline. 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 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 and submit the required documents by the deadline communicated in their students' acceptance. Families will have a minimum of four weeks to complete and submit the required documents. If the required documents for a student are not completed and submitted by the deadline indicated in the student's acceptance, then the school shall revoke the student's offer of admission. Exceptions will be made only for families with language barriers, and only when those families face extenuating circumstances. These five aforementioned required documents include all student information necessary to complete the registration requirements of Pennsylvania Charter Law (PA Act 22 of 1997). Students for whom these five required documents are submitted by the deadline are considered enrolled for the school year for which they applied. Additional information may be requested for administrative purposes. However, Boys' Latin does not prohibit or delay enrollment contingent upon receipt of this additional information. The school hosts orientation sessions for new families so that they can learn more about Boys' Latin, ask questions, and receive assistance.

Please note that a student may be enrolled by a parent or guardian, foster parent, caseworker, pre-adoptive parents, adoptive parents, caregiver with whom the student resides, or any other person with "charge or control" of the student. A student may enroll themselves in the school if they are an "unaccompanied homeless youth" under the McKinney-Vento Homeless Assistance Act or an "emancipated minor". The school shall not require the person enrolling the student to prove that they have custody of the student other than when (1) a

<sup>1</sup><https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>

resident, who is not the student's parent, is trying to enroll the student and show that the resident is the legal guardian, then the resident would provide a copy of the custody or dependency order; and (2) the student's parents are separated or divorced and the parent is relying on a court order or custody agreement as the basis for enrolling the student, then the parent would provide a copy of the court order or custody agreement. When a student is living with a resident of Philadelphia, who is supporting the student without personal compensation (gratis), the student may attend Boys' Latin as it is within the resident's school district, provided that the resident makes an application, supplies the required enrollment documentation, and provides either (1) a sworn and notarized statement from the resident indicating that the signer is a resident of Philadelphia, is supporting the student without receiving personal compensation, that the student is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the student's schooling; or (2) appropriate legal documentation to show dependency or guardianship, which may include a custody order. For more information, please see *Attachment C – Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302* on the Pennsylvania Department of Education ("PDE") website<sup>1</sup>. Please note that for the sworn and notarized statement, the school uses *Attachment B – Sworn Statement by Resident Under §13-1302 To Be Completed by Resident Only*<sup>1</sup>.

Please note that when a dispute arises regarding the enrollment of a student, families may file a complaint with the School Services Office of the Pennsylvania Department of Education.

***Status:***

Boys' Latin does not require schoolwide reenrollment paperwork for each school year. While the school may issue 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.

Boys' Latin is responsible for providing and maintaining the special education programs or schools necessary to educate exceptional students. If Boys' Latin is unable to provide the educational program required, it secures such education and training, as specified by the Individualized Education Program ("IEP") team, outside of Boys' Latin or in special institutions. Regardless of whether Boys' Latin provides educational services to its special education students or secures an appropriate education outside of the school, Boys' Latin remains responsible for the provision of a free appropriate public education ("FAPE") consistent with the Individuals with Disabilities Education Act ("IDEA") and Pennsylvania special education regulations contained in Chapter 14 and Chapter 711 as well as financially responsible for the costs associated with the education of those students. As such, students placed at an Approved Private School ("APS") or other similar placements remain on the active membership roll at Boys' Latin.

***Disenrollment:***

In accordance with 24 P.S. §§ 13-1326 – 13-1354: *Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences* students who are absent from Boys' Latin for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the absence is legal or compulsory attendance prosecution is being pursued. As a charter school, when Boys' Latin drops a student from its membership roll it immediately informs the student's school district of residence. Please note that this standard disenrollment procedure does not apply when a student with an IEP or a 504 Service Agreement ("504 Plan") has been absent for 10 consecutive days. When disenrolling a student with an IEP, Boys' Latin complies with the procedures required by the IDEA and 22 Pa Code Chapter 14. While neither

<sup>1</sup><https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>

federal nor state law explicitly addresses the disenrollment procedure for 504 Plan students, at the advice of counsel, the school conducts additional diligence, similar to the process afforded to a student with an IEP.

A parent/guardian may withdraw their student from Boys' Latin by completing, signing, and returning the *Withdrawal Form*. The student is considered withdrawn from Boys' Latin as of the date listed on the *Withdrawal Form*.

If a student is residing in a "children's institution" whose parents are not residents of the school district in which the institution is located, then the school district in which the institution is located ("host school district") is responsible for educating the student. Children's institutions include but are not limited to detention homes, residential centers, homes or institutions, such as Drug and Alcohol Treatment Centers, homes for orphans or other "institutions for the care and training for orphans or other children". Boys' Latin shall remove such students from the active membership roll as of the date that the student's placement begins and add the student back to the active membership roll as of the date that the student's placement ends.

The Boys' Latin Board of Trustees ("the board") may permanently expel a student from Boys' Latin in alignment with the school's *Suspension and Expulsion Policy*. Expulsions shall be effective upon the affirmative vote of a majority of the board, and expulsions shall be permanent unless a period of time for the expulsion is specified at the time the board votes on the expulsion.

***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, or other similar event) or in accordance with final and approved District policy, whichever is longer.

***Homeless Children and Youth:***

Students designated as "homeless children and youth" under the McKinney-Vento Homeless Assistance Act who meet the school's criteria for admission shall be enrolled by the school as long as other students living in the same area would be eligible to attend the school if space is available. If Boys' Latin is selected based on a homeless child's or youth's best interest, then the school immediately enrolls such child or youth even if they have missed the application or enrollment deadlines during any period of homelessness and/or lack one or more of the records required for enrollment: Proof of Child's Age, Proof of Residency, Proof of Immunizations, the Home Language Survey, and/or the Parent Registration Statement. Please note that homeless children and youth are not required to prove residency regarding enrollment, however, the school does require the parent or guardian of a homeless child or youth to submit contact information. Immediately following the enrollment of a homeless child or youth, Boys' Latin contacts the last school the homeless child or youth attended to obtain relevant records. The school's liaison for homeless children and youth assists homeless children and youths who do not have documentation of immunizations or medical records in obtaining necessary immunizations or medical documentation.

**Timeline for the 2025-26 School Year:**

Date	Item
September 20, 2024	Application for the 2025-26 School Year Opens at 12:01am
January 20, 2025	Application for the 2025-26 School Year Closes at 11:59pm ("Application Deadline")

<sup>1</sup><https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>

Date	Item
February 5, 2025	<p data-bbox="537 243 846 275">Enrollment Lottery at 9:00am</p> <p data-bbox="537 302 1421 390">The families of applicants selected for enrollment will be notified via SchoolMint. The families of applicants selected for enrollment should begin completing all required forms in SchoolMint.</p> <p data-bbox="537 422 1235 453">The families of waitlisted applicants will be notified via SchoolMint.</p>
February 25, 2025	New Family Orientation Session (Option #1) – High School at 6:00pm
February 27, 2025	New Family Orientation Session (Option #1) – Middle School at 6:00pm
March 4, 2025	New Family Orientation Session (Option #2) – Middle School at 6:00pm
March 6, 2025	New Family Orientation Session (Option #2) – High School at 6:00pm
March 10, 2025	Required Enrollment Forms Due at 11:59pm

<sup>1</sup><https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/EnrollmentStudents.aspx>