


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Students/Families	SF19-0501
	Enrollment	ADOPTED DATE: May 21, 2019 REVIEWED DATE: REVISED DATE:

OVERVIEW

Enrollment for new students and re-enrollment for returning students takes place during the months of January through March for the approaching school year at Howard Gardner Multiple Intelligence Charter School (HGMICS). Regardless of previous applications submitted, a current school year Enrollment Notification form must be completed.

Priority is given to returning students (unless no guarantee is part of admission), siblings of current students, founding families and children of employees who need not participate in a lottery, unless applications exceed available slots.

For all remaining applications, the selection of students is based upon a lottery with those from the chartering districts of Scranton and Abington Heights having priority in the lottery selection.

Kindergarten students must be five (5) years old by September 1st for the school year of attendance. Sequential numbers determine who is offered admission and all others are then placed on a 'wait-list' in the order of their lottery numbers. Pending availability, those on the wait-list may be offered an opening anytime from the first day of April through the last day of October.

ENROLLMENT OF NEW STUDENTS

Applications are accepted for new students beginning mid-January when a parent(s) completes an Enrollment Notification form and it is submitted to the HGMICS.

To be enrolled in the lottery for admission, an Enrollment Notification form must be submitted to HGMICS no later than March 15th for selection for the following school year. Kindergarten students must be five (5) years old by September 1st for the school year of attendance.

SELECTION BY LOTTERY

The Lottery is held pursuant to the *Public School Code, Charter School Law, 24 P.S. 17-1723-A, Enrollment*, which provides, if more students apply to the charter school than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting all established eligibility criteria and submitting a completed application by the date required. All new student applications, including the completed Enrollment Notification form, that have been submitted, will be placed in the lottery. The lottery selection is

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conducted in March at the School, by a qualified, unbiased agent. All applicants are notified of their lottery placement shortly thereafter.

ADMISSION OR WAIT-LIST

Based upon the lottery, parents will be notified of their child's acceptance and given 48 hours to either accept or decline the offer of admission. Those not offered admission will be placed on the wait-list in the order of their lottery number and will be notified if an enrollment slot becomes available. The enrollment slot may be forfeited if any of the following occurs: offer is declined; school is unable to make contact; no response received; incomplete or inaccurate information provided on the Enrollment form. For enrollment to be complete and admissions finalized, the following additional information must be submitted within seven (7) days of notification: student birth certificate, copy of child's immunizations and two (2) forms of residency verification. After receipt of all required information, accepted applicants will receive formal notification from the CEO, or designee, confirming students' enrollment for the next school year.

