

1. How are students enrolled at Collegium Charter School?

Pennsylvania Charter School Law defines enrollment requirements and Collegium offers a structured enrollment process for each school year. This begins with three enrollment periods in the following order:

1. Enrollment for the siblings of currently enrolled Collegium students.
2. Open enrollment for West Chester Area School District students.
3. Open enrollment for all other school districts.

If more applications are received during these enrollment periods than can be accommodated, a waiting list for each grade level is established. The waiting lists are processed using a lottery prioritized as follows:

1. Siblings of Collegium students in the West Chester Area School District.
2. Siblings of Collegium students from all other school districts.
3. All others from the West Chester Area School District.
4. All others from other school districts.

If openings become available they are offered first to students on the waiting lists.

2. What are the chances that a child will be enrolled?

Unfortunately, we are unable to calculate the chance of a student being enrolled as interest in our school increases each year and the number of available spaces varies each year. As such, past historical data is not a valid predictor of a future year's enrollment opportunities.

3. Does Collegium have waiting lists?

Yes. In the event the number of applicants exceeds the available spaces, lists are maintained for each grade level as required for the school year.

4. What are the chances that a child will be enrolled from a waiting list?

Unfortunately, due to the nature of the waiting lists (by grade level), we are unable to calculate the chance of a student being enrolled from a waiting list. It is always in Collegium's best interest to fill any available openings by offering enrollment to a family on a waiting list. Our Enrollment Office contacts families to offer enrollment opportunities when we have an opening.

5. Are there age requirements for attending Collegium Charter School?

Yes. Kindergarten students must be five (5) years of age on or before August 31st of the entering school year. New 1st grade students must be six (6) years of age on or before August 31st of the entering school year and must have completed an accredited kindergarten program. Exceptions will not be considered.

6. How do I enroll?

Families must complete CCS enrollment materials and enrollment is based on space availability in each grade level. For more information, please review the New Student Enrollment page of our website: bit.ly/newenrollweb.

7. Do you really need proofs of residency?

Yes. To be complete, two (2) separate proofs of residency, described within the following categories, must be submitted by the family and received by Collegium. Acceptable categories are limited to: a deed or a lease, a mortgage statement, a utility bill, a credit card bill, a property tax bill, vehicle registration, and a driver's license or a D.O.T. identification card. Please **do not** submit cell phone bills, bank account statements, or pay stub information. All proofs of residency must be current and not expired.

8. How can I send completed enrollment materials?

The enrollment process is now completed online. Beginning Monday, December 5th at 10:00am, the link to access the online enrollment process will be posted on the New Student Enrollment page of our website: bit.ly/newenrollweb.

9. When should I submit enrollment materials?

Submit enrollment materials early in the enrollment period. Waiting until the last minute will severely limit your ability to gather and submit the required materials before the deadline. We strongly encourage families to submit Enrollment Materials *before* our scheduled Winter Break. Our scheduled Winter Break is from December 19, 2016 until January 2, 2017. Please plan accordingly.

10. When is the enrollment submission deadline?

January 11, 2017 (Wednesday) at 12 noon. Exceptions to enrollment deadlines are not considered. Materials submitted after the deadline will not be included in the Enrollment Lottery, but they will be processed on a first-come, first-served basis for enrollment or waiting list placement.

11. Does Collegium confirm *receipt* of submitted Enrollment Materials?

Collegium receives hundreds of submitted Enrollment Materials. Due to the volume of submitted Enrollment Materials, it is not feasible to confirm every email message or submission of materials submitted/received by Collegium. Following our review of the submitted materials, Collegium will contact families one (1) time to confirm the materials were received and are complete or to alert them of their inaccurate or incomplete enrollment material submission. This contact will be attempted only one (1) time using a family's preferred email address, indicated while completing the [online enrollment form](#).

12. Are considerations made for families trying to enroll more than one child?

No. The lottery does not factor families trying to enroll more than one child. There will be some cases of all children in a family being enrolled from the lottery, one child being enrolled and other children from the same family being placed on the waiting list, and all children from a family being placed on the waiting list. We encourage all families to keep their child(ren) on our waiting lists as movement will occur in the spring and summer, allowing children to be enrolled from our waiting lists.