



435 Creamery Way, Suite #300
Exton, PA 19341
610-903-1300 ☎
610-903-1317 📠
www.collegiumcharter.com

CCS Parents/Guardians:

You have notified us that your family has moved or are planning on moving. Please complete and return the attached Charter School Student Enrollment Notification Form. Along with the completed form, you must also submit two (2) of the following acceptable proofs of residency: a deed, mortgage statement or lease; 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. All proofs of residency must be current, not expired, and clearly list both current address and legal name of the parent(s)/guardian(s). Please list the date you moved to your new residence on the top of the enrollment form. Lastly, unacceptable items include cell phone bills, bank statements, paystub information, home or auto insurance bills.

These documents are required by Collegium Charter School in order to receive funding for your child to attend Collegium. No bus changes can be made until all documents have been received by Collegium. Bus assignments may take up to two (2) weeks to process.

If you have any questions please contact me.

Sincerely,

Susan Novak
Assistant to Dr. Antoinette Rath, CEO
610-903-6368
Fax: 610-903-6369
snovak@ccs.us

Attachment

Charter School Student Enrollment Notification Form

For School Year 2016-2017

Warning: A child enrolled in another public school or a nonpublic or private school cannot, at the same time, enroll in a charter school.

Name of Charter School: Collegium Charter School
Address: 435 Creamery Way, Suite 300
Exton, PA 19341
Charter School Contact Person: Susan Novak
Telephone: 610-903-6368 Email Address: snovak@ccs.us

I. Student Information:

Last Name: _____ First Name: _____ MI: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Telephone: _____
Mailing Address (If Different From Home Address) _____
City: _____ State: _____ Zip Code: _____
Date Of Birth: _____ Age: _____

II. School District of Residence and Former School Information

School District of Residence: _____
Former School Information (Other Than Pre-School):
 Public School Charter School Home School Nonpublic School
Student Not Enrolled in School Preceding Enrollment in Charter School Because:
 Entering Kindergarten Re-Enrolling Dropout Other _____
Name of Former School: _____
Address of Former School: _____
Previous Grade: _____ Withdrawal Date From Former School: _____
Was Your Child Receiving Special Education Services Based On An IEP? _____ Yes _____ No
If Yes, Do You Have The Child's Special Education Records (IEP)? _____ Yes _____ No

III. Parent/Guardian Information:

Child Lives With: _____ Both Parents _____ Both Parents Alternately _____ Mother Only _____ Father Only
_____ Legal Guardian _____ Foster Parents _____ Other Adult _____

Special Custodial Court Instructions:
(If Yes, Please Provide a Copy of Court Order.) _____ Yes _____ No

Complete Parent/Guardian Name and Address Information As Applicable

Father's Name _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Telephone: _____ Work Telephone: _____

Mother's Name _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Telephone: _____ Work Telephone: _____

If The Student Is Not Living With Parents, Please Complete This Section.

_____ Guardian's Name Or _____ Foster Parent's Name Or _____ Other Adult Name
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school or a private school at the same time he or she is enrolled in this charter school.

Signature of Parent/Guardian: _____ **Date:** _____

IV. To Be Completed By Charter School:

Verification of Date of Birth: _____ Birth Certificate _____ Other _____
Proof of _____ Mortgage _____ Utility _____
Residency _____ Statement _____ Lease _____ Bill _____ Other _____
Official Enrollment Date: _____ Anticipated Date of Attendance: _____
Grade Student Is Entering: _____

Signature of Charter School Representative: _____