



Harambee Institute of Science & Technology Charter School

Section	Students
Title	Enrollment
Date Issued	
Policy Number	
Date Revised	September 25, 2019

Overview

When a student applies for admission to Harambee Institute of Science and Technology Charter School, it is the responsibility of the school to complete enrollment the student has been selected through the standard lottery process.

When parents seek help regarding admission or transfer, every effort is to be made to provide them with complete information so as to expedite the legal admission process.

Enrollment Procedures

1. A student should be permitted to attend Harambee Institute on the next school day after the day on which the student is presented for enrollment, and in all cases within five (5) business days of the school's receipt of the required documentation.
2. The following documents (6 items) are the only documents that are required to enroll a student into school:
 - a. **Charter School Application**
 - b. **Proof of the student's age** - One of the following is required. Acceptable documentation includes (the following are examples and not a conclusive list):
 - i. Original birth certificate
 - ii. Notarized copy of the student's birth certificate
 - iii. Valid passport
 - iv. Original baptismal certificate indicating the student's date of birth
 - v. Copy of the record of baptism – notarized or duly certified and showing the date of birth
 - vi. Notarized statement from the parents or another relative indicating the date of birth
 - vii. Prior school records indicating the date of birth
 - c. **Immunizations Required by Law** - One of the following is required. Acceptable documentation includes:
 - i. The student's immunization record

- ii. A written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress
 - iii. Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow
- d. **Proof of Residency** - Only two (2) of the following is required. Acceptable documentation includes:
- i. Deed or lease
 - ii. Current utility bill (gas, electric, cable, telephone)
 - iii. Property tax bill
 - iv. Current vehicle registration
 - v. Valid driver's license or change of address card with your current address
 - vi. Valid DOT identification card
 - vii. Mortgage settlement sheet
 - viii. Current credit card bill
 - ix. Recent property tax bill
 - x. Voter Registration Card showing current address
 - xi. Recent bank statement with current address
 - xii. Letter from Social Security Office with current address
 - xiii. IRS Statement or other wage and tax statements (e.g., W2, 1040, 1099)
 - xiv. Letter from Public Assistance Office with current address
 - xv. Recent Employer Pay Stub showing current address
 - xvi. Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/childcare agency
 - xvii. Shelter placement or residency letters are acceptable for homeless students
 - xviii. Original lease with name(s) of parents/legal guardians and children
 - xix. Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement

The school shall be flexible in verifying residency and should consider what information is reasonable in light of the family's situation.

- e. **Parental Registration Statement:** A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13-1304-A
- f. **Home Language Survey:** All students seeking first time enrollment in a school shall be given a Home Language Survey according to the requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.



Special Circumstances

1. Exemption from immunization
 - a. **Medical exemption:** Students need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the student. When the physician determines that immunization is no longer detrimental to the health of the student, the student must be immunized.
 - b. **Religious exemption:** Students need not be immunized if the parent, guardian or emancipated minor objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.
 - c. **Special circumstance:** If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and must keep up with the timeline of the series (e.g., student just got shot one and he/she will get shot two in thirty days from shot one).
2. Disciplinary records
 - a. A school may not deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the school can provide the student with alternative education services during the period of expulsion. 24 P.S. § 13-1317.2(e.1)
 - b. If the disciplinary record or sworn statement indicates the student has been expelled from a school in which he was previously enrolled, for reasons other than a weapons offense, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the school.
3. Foster Homes
 - a. Students residing in foster homes within the school boundaries must be enrolled.
 - b. The foster parent must present the documentation for the student's placement within the home. A copy of the documentation from the agency and/or legal entity assigning the child in the home will be placed inside the pupil pocket.
4. Homeless children
 - a. Homeless students will be enrolled immediately under the guidelines of the McKinney Vento Act, even when they lack proper transfer documents.
5. Special Education
 - a. Students with Individual Education Plans (IEPs) follow the same admission process as regular education students.



- b. If the program that is required per the student’s IEP is not available at the receiving school, the principal must immediately notify the CEO or their designee for further direction.

