



ENROLLMENT MATERIALS COVER SHEET

Dear Parent/Guardian:

Welcome to Harambee Institute of Science and Technology!

Your child's application has been selected in our lottery for enrollment.

To complete the enrollment process, you are **required** to complete/submit the five documents below.

1. Proof of Child's Age (acceptable examples provided on page 11)
2. Proof of Residency (acceptable examples provided on page 11)
3. Copy of child's updated Immunization Record
4. Completed and signed Parent Registration Statement (must be included with this letter)
5. Completed and signed Home Language Survey (must be included with this letter)

To assist with our planning and support our ability to connect your child to appropriate supports, we are **requesting** that you complete and submit the below documents. Please be advised that these documents are not required to begin enrolling your child at our school.

Materials can be submitted via email at www.histcs.org or turned into the school's main office at 638-640 N 66th Street, Philadelphia, PA 19151. Families can also fax documents to 215-472-9611. Once we receive the above documentation, If you have any questions or need any assistance with the completion of these documents, please feel free to contact the school at 215-472-9611 and we will be happy to assist.

Sincerely,

*David A. Rosario,
Assistant Principal of Operations*

drosario@histcs.org



Harambee Enrollment Policy

ENROLLMENT POLICY

Enrollment Policy:

A. Applying for Admission

Families can obtain and submit an application for admission at www.histcs.org. Families are welcome to visit the school for assistance, and families will be provided with information on how to apply and, subject to availability, a computer or tablet to access online applications. Harambee Institute of Science and Technology will provide reasonable accommodations in the event that an individual requests to submit an application in person.

The application process only involves submitting the application form by the deadline. No interview, school tour, information session, or fee is required.

Once the application is submitted, the applicant will receive an email or text message confirmation. Applicants who are unable to provide an email address will receive a confirmation of their application submission via postal mail to the address recorded on the application.

All complete applications submitted after the close of the application window may be offered admission to the School in the order received only after Harambee Institute of Science and Technology has exhausted the waiting list of students whose applications were received by the deadline.

B. How is Application Data Stored?

Application data is stored in FERPA.

Applicant data will not be shared with any schools to which the applicant did not apply or to any other entity.

C. Lottery

All remaining students that were NOT selected in the lottery will be placed on the waiting list in order of the lottery results. *Families are notified they are on the waiting list via mail and email correspondence.*

Any student who applies after the application deadline listed above will be placed on the waiting list after those students who applied before the application deadline on a first come first served basis.

If a student is accepted from the waitlist, they have two weeks to respond and/or submit enrollment documentation to confirm their seat.

The waitlist is valid for one school year only and is based on current year applications.

We do not require school-wide re-enrollment paperwork for each school year. All students currently enrolled and attending Harambee Institute of Science and Technology Charter School automatically re-enroll for the following school year.



Harambee Enrollment Policy

D. Lottery Preferences

Example A: Sibling Preference: *In order to be eligible for the sibling preference, the applicant must be related to a current Harambee Institute of Science and Technology 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 student alone does not make an applicant eligible for the sibling preference. In order to be eligible, applicants must indicate the sibling preference on their application. Harambee Institute of Science and Technology will not retroactively apply sibling preference for anyone who did not request the sibling preference at the time of application prior to the application deadline. Harambee Institute of Science and Technology reserves the right to determine if a student is eligible for sibling preference. Siblings of currently enrolled students will be placed on a priority list before the lottery. 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 the original application. Once the sibling selected in the lottery has submitted complete enrollment paperwork to the school, any of his/her eligible siblings will then be placed at the top of the waiting list (by the lottery order of the not-yet-enrolled sibling if more than one such applicant is on the waiting list at a time).*

Example B.) Residency: *Please note that only applications containing Philadelphia addresses will be placed into the main lottery. Any application containing a non-Philadelphia address will be placed on a separate non-resident waiting list, the order of which is determined by a separate lottery. Furthermore, proof of residency will be required if your student is selected in the lottery to continue in the enrollment process. Any applicant who cannot provide a Philadelphia address during the proof of residency check will be placed on this separate non-resident waiting list as well. Harambee Institute of Science and Technology does not typically accept students from this non-resident waiting list until after August 1st prior to the start of the new school year, and students will be drawn from this list only if spaces are still available in a particular grade level.*

Insert any additional preferences aligned to the school's charter agreement here.

E. Confirming Enrollment

It is important to understand that being selected in a lottery is only one step involved in enrolling at Harambee Institute of Science and Technology. The next step involves submitting the required documents by the proper deadline or your spot will be forfeited.

Families can submit the required documents via mail, email, fax or can drop off materials in-person at the school.

Families have 30 days to submit all required enrollment materials.



Harambee Enrollment Policy

Failure to meet this deadline forfeits your spot at Harambee Institute of Science and Technology. Exceptions will be made for families with language barriers, and only when those families face extenuating circumstances.

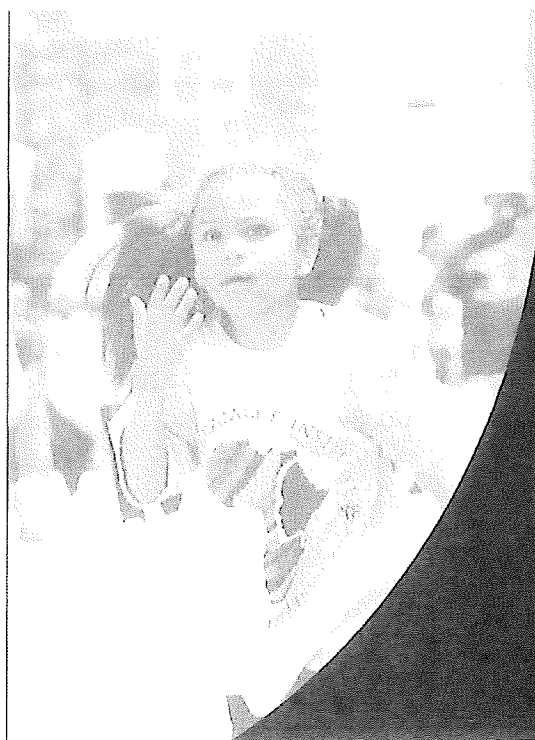
The only required material to continue the enrollment process is as follows:

- Proof of Age
- Proof of Residency
- Record of Required Immunizations
- Act 26 Form / Parent Registration Form
- Home Language Survey

Students who submit these five required documents by the enrollment deadline are considered enrolled for the 2023-2024 school year.

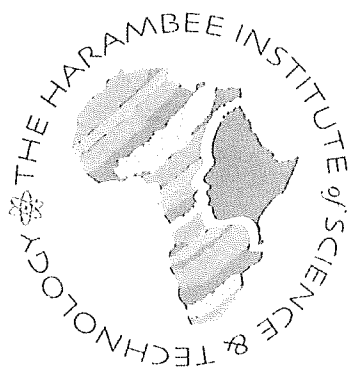
DATE	ENROLLMENT PROCESS
December 2023	Application window opens
January 2024	Application window closes
January 2024	Admissions lottery held
First week in January 2024 via phone, email, standard mail	Families notified of lottery results via [phone, email, text message, and/or standard mail]

HARAMBEE INSTITUTE OF SCIENCE & TECHNOLOGY CHARTER SCHOOL



2023-2024 STUDENT ENROLLMENT PACKET

Education for Self-Reliance



6410 N. 66th Street
Philadelphia, PA 19151
(215) 472-8770 Fax (215) 472-9161
www.hib.org

Harambee's Mission, Vision, and Core Values

Harambee Institute exists to offer our community an education with a focus on the origins, current status, and future of the African world.

Mission

Our mission is to educate students to succeed as global citizens with a clear awareness of "who I am, where I am from, where I am going, and how I get there."

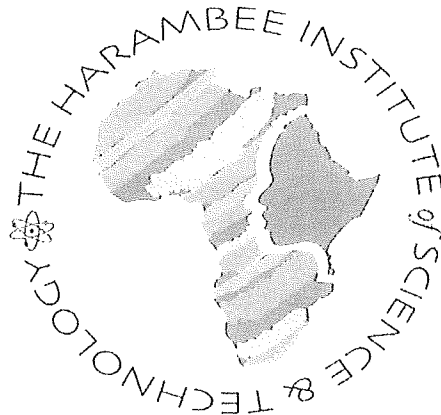
Vision

Our vision is a collective and informed African American community utilizing science and technology as a means of promoting education for self-reliance, locally and globally.

Core Values

Our core values are:

1. **Greatness:** Pursuit of excellence in all we do
2. **Accountability:** Owning what we do and who we are
3. **Innovation:** Open to new ideas with a growth mindset
4. **Integrity:** Honesty, transparency, and unity in all we do



PARENT/STUDENT RIGHTS:

- A student will be permitted to attend school on the next school day after the day on which the required enrollment documents are received, and in all cases within five (5) business days of the school's receipt of the required documentation.
- Resident students have a legal right to attend until age 21, unless they have completed a program through graduation or have been validly expelled. Accordingly, such students who wish to return to school will be permitted to enroll or re-enroll in regular daytime classes.
- When parents or students seek help regarding admission or transfer, every effort will be made to provide them with complete information so as to expedite the legal admission process.
- As a part of Harambee's efforts to maintain a safe environment for all students and to determine the supportive services that a student needs upon enrollment in school, the school may request the additional information/documentation. **These documents are not required as a condition of enrolling or admitting a student and a student's enrollment or attendance may not be delayed until these documents are provided.**

PARENT/STUDENT RESPONSIBILITIES:

The following documents (6 items) are the only documents that are required to enroll a student into school.

Required Documentation for Enrollment

The following documents (6 items) are the only documents that are required to enroll a student into school:

1. **Charter School Application**
2. **Proof of the student's age** - One of the following is required. Acceptable documentation includes (the following are examples and not a conclusive list):
 - Original birth certificate
 - Notarized copy of the student's birth certificate
 - Valid passport
 - Original baptismal certificate indicating the student's date of birth
 - Copy of the record of baptism – notarized or duly certified and showing the date of birth
 - Notarized statement from the parents or another relative indicating the date of birth
 - Prior school records indicating the date of birth
3. **Immunizations Required by Law** - One of the following is required. Acceptable documentation includes:
 - The student's immunization record
 - 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
 - Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow



4. **Proof of Residency** - Only two (2) of the following is required. Acceptable documentation includes:

- Deed or lease
- Current utility bill (*gas, electric, cable, telephone*)
- Recent property tax bill
- Current vehicle registration
- Valid driver's license or change of address card with your current address
- Valid DOT Identification card
- Mortgage settlement sheet
- Current credit card bill
- Recent property tax bill
- Voter Registration Card showing current address
- Recent bank statement with current address
- Letter from Social Security Office with current address
- IRS Statement or other wage and tax statements (*e.g. W2, 1040, 1099*)
- Letter from Public Assistance Office with current address
- Recent Employer Pay Stub showing current address
- Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
- Shelter placement or residency letters are acceptable for homeless students
- Original lease with name(s) of parents/legal guardians and children
- Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement

5. **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

6. **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.

If at the time of enrollment, the student's grade level cannot be verified, a temporary grade assignment will be based upon the available information. When the school obtains the necessary promotion, retention, or grade level information for proper placement, the grade assignment may change.

Harambee Institute of Science and Technology Charter School does not discriminate in employment or educational programs, services or activities, based on race, color, national origin, sex, disability or age in accordance with State and Federal laws including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and the Age Discrimination Act of 1975.



PHILADELPHIA CHARTER SCHOOL COMMON APPLICATION

SECTION A: STUDENT & PARENT/GUARDIAN INFORMATION

STUDENT ID NUMBER (if applicable):

Student Last Name:

Student First Name:

Student Middle Initial:

Current Address:

City:

State:

ZIP Code:

Date of Birth:

Gender (optional):

Parent/Guardian Last Name:

Parent/Guardian First Name:

Relationship:

Do you have the legal right to enroll this child in school? (Check One): ☐ Yes ☐ No

Preferred Contact Number:

Secondary Contact Number:

E-mail:

Current Grade Level:

SECTION B: SCHOOL CHOICE INFORMATION

Name of Charter School You Wish To Attend:

Grade Applying To:

SECTION C: SIBLING INFORMATION

SIBLING #1

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

SIBLING #2

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

SIBLING #3

Last Name:

First Name:

Date of Birth:

School Sibling Currently Attends:

SECTION D: PARENT/GUARDIAN SIGNATURE

IMPORTANT: By signing this form, you indicate that all information provided is accurate. If any of the information that you have provided changes after turning in this form, please submit an amended form prior to the school's deadline. Check with the charter school you wish to apply to for application deadlines. **YOU MUST SUBMIT THIS FORM TO THE CHARTER SCHOOL YOU WISH TO ATTEND.**

Parent/Guardian Signature:

DATE:



Attachment A -Parental Registration Statement
(School District Letterhead)

Student Name:
Date of Birth:
Grade:
Parent or Guardian Name:
Address:
Telephone Number:

Pennsylvania School Code §13-1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property, including conviction or delinquent adjudication related to sexual assault."

Please complete the following:

I hereby swear or affirm that my child was _____ was not _____ previously suspended or expelled, or is _____ is not _____ presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property including conviction or delinquent adjudication related to sexual assault. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of the school from which student was suspended or expelled:

Dates of suspension or expulsion:

(Please provide additional schools and dates of expulsion or suspension on back of this sheet.)

Reason for suspension/expulsion (optional) _____

_____ (Signature of Parent or Guardian)

_____ (Date)

Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.



Harambee Institute of Science & Technology Charter School

Gregory G. Shannon, CEO

HOME LANGUAGE SURVEY

The Office of Civil Rights (OCR) requires that school districts/charter schools full day AVTS identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

Student Name: _____ Grade: _____

School Name: _____ Date: _____

1. What was the student's first language your child learned to speak?
2. What language(s) does your child speak at home?
3. What language(s) is/are spoken in your home?
4. Has the student attended any United States school in any 3 years during his/her lifetime?
() Yes () No If yes, complete the following:

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

*The school district/charter school/full day AVTS has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school/full day AVTS has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school/full day AVTS may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school/full day AVTS in the future.



