



INSTRUCTIONS FOR COMPLETING FORMS

This enrollment packet must be completed in its entirety and all the supporting documents on page 2 must be included in order for Mastery Charter School Harrity Elementary to accept the enrollment packet. **Completion does not guarantee placement. You will be called when you are officially accepted** so please make sure you leave multiple valid phone numbers. Thank you.

- Page 2** **List of Required Supporting Documents**
- Form 1** **Application for Admission 2012-2013 School Year and Confidential Student Information**
This form ensures that your child is able to enroll at MCS Harrity.
- Form 2** **Charter School Student Enrollment Notification Form**
This form ensures that your child is officially transferred to Mastery Charter Schools.
- Form 3** **Act 26 Parental Registration Statement**
Pennsylvania School Code 13-304 requires all parents/legal guardians to provide information to the admitting school regarding any expulsions the child may have had with offenses involving a weapon, alcohol or drugs, or for any injury to another person or school property.
- Form 4** **Request for Student Records**
This form allows us to request records from your child's previous school. "Name of sending school" refers to the last school your child attended. "Grade" refers to the grade you are in for the 2012-2013 school year.
- Form 5** **Home Language Survey**
Pennsylvania Department of Education requires that we collect this information so that we can provide English as a Second Language programs to any eligible student.
- Form 6** **Request for Medical/Health Information and Parental Medical Permission Record**
This must be completed even if your child has no serious medical or health conditions.
- Form 7** **Permission to Conduct Vision and Hearing Screenings**
Please provide all information requested. Under state law your child is required to get vision and hearing screenings in certain grades.
- Form 8** **Whatever It Takes Contract**
Form must be signed by both parent/legal guardian and student.
- Form 9** **Free and Reduced Price School Meals Application**
Please complete this form even if you do think your child will eat breakfast or lunch at school.
- Form 10** **Photo and Video Waiver and Release**
Please complete this form so we know if your child has permission to partake in any photographs or videos.
- Form 11** **Emergency Contact Form**
This form is for quick and easy access to your child's family and contacts in case of an emergency.
- Form 12** **Dismissal Policy**
This form will be copied and given to your child's teacher so s/he can ensure your child gets home safely.

Required Supporting Documents

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN SUBMITTING YOUR APPLICATION. NO APPLICATION WILL BE CONSIDERED COMPLETE AND ELIGIBLE ENROLLMENT UNTIL ALL OF THE DOCUMENTS ARE INCLUDED. Completion does not guarantee placement. You will be called when you are officially accepted so please make sure you leave multiple valid phone numbers. Thank you.

- 1) Completed enrollment packet
- 2) Proof of residency (i.e. gas bill, electric bill, telephone bill)
- 3) Proof of child's birth (copy of birth certificate)
- 4) Copy of Social Security card
- 5) Current Immunization records (physical and dental assessments)
- 6) Copy of child's health insurance card
- 7) Copy of parent/guardian's state identification
- 8) Special Education records (copy if applicable)

If you are no longer interested in being considered for admission to Mastery Charter, please call 215-471-2738 or email Shayna.Wolfson@masterycharter.org to remove your application.



Application for Admission 2012-2013 School Year and Confidential Student Information

_____ **Student Last Name** _____ **First Name** _____ **MI** **M / F**
 (Gender, Circle one)

Grade student will enter in 2012: _____ **SSN** _____ - _____ - _____ _____ / _____ / _____
Date of Birth (mm/dd/yyyy)

Street Address: _____ **Zip Code** _____ **City** Philadelphia **State** PA

Please select all that apply:

<input type="checkbox"/> 1 Black or African American	<input type="checkbox"/> 4 Asian/Pacific Islander including Native Hawaiian
<input type="checkbox"/> 2 Latino	<input type="checkbox"/> 5 Other
<input type="checkbox"/> 3 American Native or Alaskan Native	<input type="checkbox"/> 0 White

_____ **Current School** _____ **School Phone Number**

_____ **School Address** _____ **City** _____ **State** _____ **Zip Code**

Do you have a sister or brother who has enrolled in a Mastery Charter School? Yes _____ No _____
 If so, what is the name of the student? _____ Grade _____
 How did you hear about our Information Session? _____

Parent/Guardian Information

With whom does the applicant currently live? (Check all that may apply)
 Both Parents Both Parents Alternately Mother Only Father Only Guardian Foster Parents Other Adult
 Special Custodian Court Instructions: Yes No

_____ **Name of Parent(s) or Legal Guardian(s)**

_____ **Address**

_____ **Home Phone Number** _____ **Work Phone Number** _____ **Cell Phone Number**

_____ **E-mail**

Medical Assistance/ACCESS Number: _____

Health Insurance Plan Name: _____

Health Insurance ID Number: _____

Primary Care Physician's Name: _____

Primary Care Physician's Number: _____

Does student currently have a Special Education IEP? (Circle): YES NO
(if YES, please include a copy of the IEP with this form)

Emergency Contact Information:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Mother's Work Phone: _____ Email Address: _____

Mother's Cell Phone: _____

Father's Work Phone: _____ Email Address: _____

Father's Cell Phone: _____

Additional Information:

Signature of Parent/Guardian and Applicant

I certify that all information provided in this application is accurate. I understand that Mastery Charter Schools can deny or revoke admission or enrollment if any information is found to be incomplete or inaccurate.

Parent/Guardian Signature

Date

Student Signature

Date

Charter School Student Enrollment Notification Form

For School Year 2012-2013

Mastery Charter School – Harrity Elementary

5601 Christian Street

Philadelphia, PA 19143

Shayna Wolfson, Assistant Principal of Operations

215-471-2738 x4712

Shayna.Wolfson@masterycharter.org

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, NORA or CER)? _____ 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.

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

IV. To Be Completed By Charter School:

Verification of Date of Birth: _____ Birth Certificate _____ Other _____
Proof of _____ Driver's _____ Gas _____ Electric _____
Residency _____ License _____ Bill _____ Bill _____ Other _____
Official Enrollment Date: _____ Anticipated Date of Attendance: _____
Grade Student Is Entering: _____

Signature of Charter School Representative: _____



PARENTAL REGISTRATION STATEMENT – ACT 26

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.”

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. 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 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: _____

Parent/Guardian Signature

Date



REQUEST FOR STUDENT RECORDS

Date: _____

To: _____
Name of Previous School

Dear Admit/Dismiss Secretary:

We admitted _____ to our school for September 2010.
Name of Student

His/her date of birth is: _____. He/she is in grade: _____

Please forward a copy of his/her packet (and all special education records and IEP's, including educational, psychological, psychiatric, and neurological reports, as applicable) to us by September 1, 2012 at the following address:

Mastery Charter School Harrity Elementary
Attn: Admissions
5601 Christian Street
Philadelphia, PA 19143

215-472-2738 x4650 or x4712

Authority from parents to release student records:

Please release my child's packet to Mastery Charter Schools.

Name of Child (Please print)

Signature of Parent/Legal Guardian

Date







HOME LANGUAGE SURVEY

The Civil Rights Act of 1964 Title VI, Language Minority Compliance Procedures requires school districts/charter schools to identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification.

Date: _____

School Name: Mastery Charter Schools

Student's Name: _____

What was the student's first language? _____

Does the student speak a language other than English? Y or N

If yes, specify language: _____
(Do not include languages learned in school)

What language(s) is/are spoken in your home? _____

Parent /Guardian's Signature

Date

The school district/charter school 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 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 may conduct screenings or ask for related information about students who are already enrolled in the district as well as from students who enroll in the school district/charter school in the future.



WHATEVER IT TAKES CONTRACT

Mastery Charter Schools believes it must do whatever is necessary to support student achievement. In turn we expect students and their families to commit to whatever effort and time is necessary to succeed. This agreement describes the responsibilities and expectations that families accept when they enroll at Mastery Charter Schools.

ATTENDANCE

- I will ensure that my child comes to school every day on time, ready to learn.
- I understand that if my child is absent more than 6 days in one semester, s/he may lose academic credit. Mastery does not permit “excused” absences. I understand that Mastery has a longer school day and year.

GRADUATION

- I accept that my child will only progress if he/she achieves Mastery (76% or more) in his/her classes. It may take students 5 or more years to graduate.

ACADEMIC SUPPORT

- I understand that academic achievement is an absolute priority. If asked, my child will attend extra tutoring and academic support provided by Mastery after-school or Saturday. I understand that my child must be available to stay until 4:30p.m. every day for academic support if requested. Non-attendance will be considered a cut class.

HOMEWORK

- I understand that my child will be required to complete one to three hours of homework nightly. I agree to ensure homework is completed nightly.

CODE OF CONDUCT

- I agree to the code of conduct and community rules and accept responsibility as a partner in my child’s learning.
- I understand that my child will be required to stay after-school for detention if he or she commits a detention-level infraction. I understand that my child will be suspended if he or she misses after-school detention.
- I will come to school for a meeting if my child is suspended, and I understand that my child will not be allowed to return to class until after this meeting occurs.

Student’s Name

Signature of Mastery Charter Student

Date

Signature of Mastery Charter Parent/Guardian

Date



POLICIES AND PROCEDURES REGARDING STUDENT EDUCATION RECORDS AND THE RIGHTS OF PARENTS AND STUDENTS UNDER FEDERAL LAW CONCERNING CONFIDENTIALITY

Mastery Charter Schools (MCS) protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other disability Federal and state laws.

Educational records mean those records that are directly related to the student that are maintained by MCS or by entity acting for MCS. For all students, MCS requires educational records that include, but are not limited to:

- Personally Identifiable Information – confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or the student's family and other information or personal characteristics that would make the student's identity easily identifiable.
- Director Information – information in an education record of a student which would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended.

Directory information may be released without parent or student consent. Parents or students have the right to ask the agency to designate any or all of the student's information as directory information.

However, MCS must obtain parent or student consent before disclosing identifiable information to anyone not entitled to it under law. (Note: a student can take the place of a parent to release information if the student is eighteen years old or attending a secondary institution.) Consent means the parent or student has been fully informed regarding the actual required consent, in their native language or normal mode of communication. They understand and agree in writing to the activity and they understand that consent is mandatory before MCS may disclose identifiable information to anyone not entitled to it under law and may be revoked at any time.

Parents have the right to inspect and review the student's educational records. MCS will comply with a request to inspect and review educational records without unnecessary delay regarding an IEP or any due process hearing, but in no case more than thirty days after the request has been made. Parents have the right to requires copies of the records. While MCS cannot charge a fee to search for the records, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any educational record contains information on more than one child, parents have the right only to inspect and review information relating to their child.

If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. MCS will decide whether or not to



amend the record and will notify the parent in writing of the election. If MCS refuses to amend the record, it will inform the parents of their right to a hearing to challenge the disputed information.

Such record hearings will be held within a reasonable amount of time after a parent's request and the parent shall be entitled to the date, time, and place a reasonable time in advance. The hearing may be conducted by any individual, including a MCS official, who does not have a direct interest in the outcome of the hearing. The parent will have a full and fair opportunity to present evidence at the hearing and may be assisted or represented by one or more individuals including an attorney.

MCS will make its decision in writing in a reasonable time after the hearing. The decision is based solely on the evidence presented at the hearing and includes a summary of the evidence and reasons for its decision. If the hearing decision is that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, MCS will amend the information and inform the parent in writing. If the hearing decision is that the information will not be amended, the parents have the right to place in the educational record setting forth reasons for disagreeing with the hearing decision. Any such explanation located in the records of a child will be maintained as long as the records of the child are maintained and will be disclosed whenever the record is disclosed to any party.

MCS will inform the parent when generally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Moreover, a permanent record of student's name, address and phone number, his or her grades, attendance records, classes attended, grade level completed and year completed, must be maintained without time limitations. "Destruction" of records means physical destruction or removal or personal identifiers from information so that the information is no longer personally identifiable.

MCS will provide, upon request, a listing of the types and locations of educational records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. MCS keeps a record of those obtaining access to educational records, including: the name of the party, the date access was given; and the purpose for which the party is authorized to use the records.

MCS will provide a copy of its confidentiality policy upon request. Complaints may be filed with the Family and Educational Rights and Privacy Act Office, U.S. Department of Education, in Washington, D.C.

NO SIGNATURE REQUIRED