

ADMISSIONS 2021-22

*Discover what we've
known all along – technology is
essential to learning.*

2021-2022

Class of 2022 | Ms. DeLaRosa – delarosa@cityhigh.org

Class of 2023 | Mr. Lyons – lyons@cityhigh.org

Class of 2024 | Ms. Platt – platt@cityhigh.org

Class of 2025 | Ms. Welch – welch@cityhigh.org

CEO/Principal | Dr. Allen – dwallen@cityhigh.org



City Charter High School | 201 Stanwix Street | Suite 100 | Pittsburgh PA, 15222 | 412-690-City

This Handbook is reviewed and approved annually by the City Charter High School Board of Trustees



ENROLLMENT & ADMISSIONS

Thank you for choosing to apply to City Charter High School!

In order to be considered a COMPLETE application AND to be eligible to receive an application number, your student's application must be turned in with the following documents:

- **TWO FORMS OF RESIDENCY*** (both addresses must match Parent/Guardian's CURRENT address). Acceptable Forms include:
 - Driver's license
 - State ID
 - Vehicle Registration Card
 - Utility Bill
 - Mortgage/Lease documents
 - Bank/credit card statement
- **BIRTH CERTIFICATE**
- **IMMUNIZATION RECORD**

Please send with the two page application, proofs of residency, birth certificate and immunization records to:

City Charter High School
Attention: Admissions
201 Stanwix Street, Suite 100
Pittsburgh, PA 15222
FAX: 412.690.2316
admissions@cityhigh.org
www.cityhigh.org/admissions

*School district residency is based on the parent/guardian address.

Application for Enrollment – City Charter High School

Please fill out this application and send it with
2 proofs of residency, Birth Certificate & Immunization Record to:

By US Mail: City Charter High School Attention: Admissions 201 Stanwix Street, Suite 100 Pittsburgh, PA 15222	By Email/Online admissions@cityhigh.org cityhigh.org/admissions	FAX 412.690.2316 ATTN: ADMISSIONS
--	--	--

APPLICATIONS WILL ONLY BE PROCESSED WHEN THEY INCLUDE 2 PROOFS OF RESIDENCY, BIRTH CERTIFICATE AND IMMUNIZATION RECORD.
Student's current address and Parent/Guardian's name must match BOTH residency proofs.

STUDENT INFORMATION

First Name:		Last Name:	
Middle Initial:	Suffix: (Jr., III)	Date of Birth: (mm-dd-yyyy) ____ / ____ / ____	Primary Phone #:
Address (MUST MATCH RESIDENCY PROOFS):		Address Line 2:	
City:		State:	Zip:
Student lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster <input type="checkbox"/> Other _____		Are there any custody or legal documents? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If OTHER ADULT, indicate relationship: _____			
Is the student a sibling of a current City High Student? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, what is the sibling's FULL NAME? _____			
Current Grade: <input type="checkbox"/> 8 <input type="checkbox"/> 9		Applying for: <input type="checkbox"/> 9 <input type="checkbox"/> 10	
		School Year Applying for: <input type="checkbox"/> 2020-2021 <input type="checkbox"/> 2021-2022	
Current School:		Current School District:	
Current School is: <input type="checkbox"/> Public <input type="checkbox"/> Charter <input type="checkbox"/> Private <input type="checkbox"/> Home School			
Does student currently receive ANY of these supports (CHECK ALL THAT APPLY)? <input type="checkbox"/> IEP for Special Education Services <input type="checkbox"/> 504 Plan <input type="checkbox"/> ESL Services <input type="checkbox"/> None of these			

DEMOGRAPHIC INFORMATION:

We are required by state and federal reporting regulations to gather this information.

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Is student of HISPANIC/LATINO ethnicity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native Indian/ Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander
How did you hear about City High (check all that apply)? <input type="checkbox"/> Family/Friend <input type="checkbox"/> Direct Mail <input type="checkbox"/> City High Website <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____		

Application for Enrollment - City Charter High School (cont.)

Parent/Guardian Information:

If a parent is not in the student's life, you do not need to provide their information

Information about the 1 st adult the student lives with (the primary parent / guardian)		
First Name:	Last Name:	
Email:	Primary Phone #:	Work/Secondary Phone #:
Relationship to Student:	Highest Level of Education Completed:	
Is this adult also an Emergency Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	What is your preferred contact method?	
If Yes, which emergency contact? <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd	<input type="checkbox"/> Primary Phone <input type="checkbox"/> Secondary/Work Phone <input type="checkbox"/> Email	

Information about the 2 nd adult the student lives with (if there is one)		
First Name:	Last Name:	
Email:	Primary Phone #:	Work/Secondary Phone #:
Relationship to Student:	Highest Level of Education Completed:	
Is this adult also an Emergency Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	What is your preferred contact method?	
If Yes, which emergency contact? <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd	<input type="checkbox"/> Primary Phone <input type="checkbox"/> Secondary/Work Phone <input type="checkbox"/> Email	

Emergency Contact Information:

If we can't contact the adults listed above, who should we call?

1 st Emergency Contact		
First Name:	Last Name:	
Relationship to Student:	Primary Phone #:	Work/Secondary Phone #:

2 nd Emergency Contact		
First Name:	Last Name:	
Relationship to Student:	Primary Phone #:	Work/Secondary Phone #:

ADMISSION POLICY AND PROCEDURES

City Charter High School complies with all Federal and State laws that pertain to school admission. The following statements are from Pennsylvania Law 24 P.S. § 13-1301 - § 13-1306.

ENTITLEMENT EDUCATION

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. This entitlement and the requirements to secure enrollment apply equally to resident students residing with their parent(s); to non-resident students living with a district resident who is supporting the child gratis and seeking enrollment under 24 Pa. Code §13-1302; to nonresident students living in a facility or institution; and to nonresident students living in a foster home. Provided that the required enrollment documentation described herein is provided, the school district or charter school must enroll non-resident children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the school district's receipt of the required documentation. 22 Pa. Code §11.11(b)

Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in according with requirement 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.

Items Which May Not Be Requested

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process.

City Charter High School is a public school and is therefore open to all students regardless of race, ethnic background, gender, religion, and/or ability. As a school of choice, families have an opportunity to make an informed decision regarding the appropriateness of this and other high schools for a particular student.

In order to help families make the most informed decision about their high school choice, City High provides Admission Concierge Service to help navigate the enrollment process. For more information about our curriculum and our school, please visit www.cityhigh.org/admissions or contact City High Admissions, 412-690-2489, ext. 111, admissions@cityhigh.org.

Please visit the City High website www.cityhigh.org for current deadlines for new and transfer students.

GRADE 9 ADMISSION PROCEDURES

Students apply for admission in the fall of their eighth grade year. Students entering the 9th grade must have successfully completed 8th and be promoted to 9th grade.

GRADE 10 ADMISSION PROCEDURES

New students are admitted into the 10th grade at the beginning of the school-year and at the beginning of second trimester during the month of January, dependent on the number of seats available.

If student is still on the 9th grade waiting list at the end of January, then he/she will be automatically moved to the 10th grade waiting list. Any new 10th grade applications will be added to the end of this list.

All incoming 10th grade students will need to submit a FINAL 9th grade report card which will be reviewed. Students will need to have earned a total of 6 credits from their 9th grade year as accepted by City High's grading policy. Generally, if a student has maintained a C or higher (City High does NOT consider a D as a passing grade) on most or all of their grades, they should meet the grade requirements.

City High does not admit students into to Grades 11 or 12.

ORIENTATION

All students, accompanied by a parent/guardian, must participate in an orientation session in order to begin school at City High. **Final report cards must be submitted at this time.**

RESIDENCY INFORMATION

Students must register with their school district of residence. If a student and his/her family move into a new school district, the student must register with the new school district and then inform City High of this change.

Students who are not registered with a school district cannot be admitted into City High.

Families who change their residency information, must inform City High. Two new proofs of residency must be submitted. Students cannot attend City High if the school does not have the new proofs of residency.

Change of address notification forms can be found on the City High webpage and at the main office. This form **MUST** be completed and submitted with 2 proofs of residence for the new address within **10** days.