



Community Academy of Philadelphia
a Pennsylvania Charter School

**OFFICE OF ADMISSIONS
AND STUDENT RECORDS**

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Philadelphia, PA 19124

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Dear Parent/Guardian:

Thank you for your interest in enrollment at Community Academy of Philadelphia Charter School where we have proudly provided students with a safe, and challenging place to learn for over thirty years!

This year, Applications of Intent to Enroll for the 2010-2011 school year can be submitted during the period of December 15, 2009 and March 30, 2010. All applications must be complete and received by the March 30, 2010 deadline. Incomplete or inaccurate applications will not be accepted. For applications of prospective Kindergarten students, the applicant must be five years of age by September 1, 2010 and for prospective First Grade students, the applicant must be six years of age by September 1, 2010..

Parents or guardians must complete an Application of Intent to Enroll for each child they wish to enroll. **Applications are considered complete only when submitted with the following attachments by 4:00 p.m. on March 30, 2010.**

- **Proof of Age: a photocopy of prospective student's birth certificate, baptismal certificate or passport. (Please note that hospital records are not valid.)**
- **Proof of Residency: a photocopy of a utility bill, vehicle registration, lease or mortgage statement.**
- **A photocopy of prospective student's Social Security Card.**

Each year we receive an abundant number of applications for a very limited number of spaces at our school. We are proud of this because it means that students and families are satisfied with our school and the educational experience we offer. As a charter school in the Commonwealth of Pennsylvania, it is our responsibility to hold a lottery for any spaces available at our school. A lottery is a random selection process by which applicants are admitted to a charter school. **Applications are not selected on a first come, first served basis. When we receive your Application of Intent to Enroll, we will provide you with an assigned lottery identification number. The order in which applications are chosen in the lottery determines which applicants will be offered available spaces at our school. Once applications have been selected for available spaces, the remaining applications will be placed on a waiting list.**

While we have scheduled lottery dates, we will not know how many spaces will be available for the upcoming school year on those dates. We will contact you once we know there is a space available that can be offered to you. **If you have any questions regarding the lottery process or your application, please do not hesitate to contact Ms. Patricia Rivera in our Office of Admissions and Student Records at (215) 533-6700, extension 234.**

We will be holding lotteries for the upcoming 2010-2011 school year as follows:

1. Kindergarten Regular and Sibling Lotteries: Monday, April 12, 2010
2. Lower School (Grades 1-4) Regular and Sibling Lotteries: Tuesday, April 13, 2010
3. Middle School (Grades 5-8) Regular and Sibling Lotteries: Thursday, April 15, 2010
4. Upper School (Grades 9-12) Regular and Sibling Lotteries: Friday, April 16, 2010

Thank you again for your interest in our school. We look forward to receiving your application.

Sincerely,

Maria Duvivier

Office Of Admissions and Student Records Coordinator