

Sibling Enrollment Materials



2016-2017

Dear Current CCS Parents/Guardians:

Thank you for your continued interest in Collegium Charter School!

Enclosed you will find **sibling enrollment** materials for the 2016-2017 school year. Within the 2016-2017 sibling enrollment materials, I encourage all families to pay particular attention to the *Enrollment Tips* page, *Enrollment Summary Form*, and *Enrollment Submission Form*.

The *Enrollment Tips* page will offer examples of acceptable *Proofs of Residency* and insights into making the enrollment process as simple as possible. Before submitting the enrollment materials, please spend time reviewing the *Enrollment Summary Form* to ensure your submission is complete. For families to receive notification in the event their submitted enrollment packet is incomplete, they must clearly complete the *Enrollment Submission Form*. Family contact will be attempted only one (1) time using the email address provided on the *Enrollment Submission Form*. **Beginning November 9th, Collegium does not guarantee this notification**, due to the anticipated volume of sibling enrollment material submissions.

The *Sibling Enrollment Guide* is provided to assist families with completing and gathering sibling enrollment materials for submission. To use the guide, please print the sibling enrollment materials access this link <http://bit.ly/1NbmGaq>, and follow along with the guide as you work through the printed materials.

Required sibling enrollment materials are due by November 16, 2015 (Monday) at 12 noon. Exceptions to any enrollment deadline will not be considered. Please do not wait until the last minute to submit the sibling enrollment materials. A sibling cannot be enrolled or placed on a waiting list while their materials remain incomplete.

Lastly, notification of the sibling's 2016-2017 enrollment status (either enrolled or placed on the waiting list) will only be sent via U.S. mail in December 2015. Enrollment status information will not be provided via email message or telephone conversation.

If you have questions regarding the sibling enrollment process, please email me.

Sincerely,



Sonny Lake
Enrollment Coordinator
Slake@ccs.us

2016-2017 Enrollment Tips

- 1. Submit enrollment materials early in the enrollment period.** Waiting until the last minute severely limits your ability to gather and submit the required materials before the deadline and does not provide you with a guarantee of CCS contacting you if required items are missing or incomplete.
- 2. Collegium will contact you one (1) time.** Collegium will attempt to contact families to alert them of their inaccurate or incomplete enrollment material submission. For families to receive notification, they must clearly complete the *Enrollment Submission Form*. Family contact will be attempted only one (1) time using the email address provided on the *Enrollment Submission Form*. **Beginning November 9th, Collegium does not guarantee this notification**, due to the anticipated volume of sibling enrollment material submissions. Exceptions to enrollment deadlines are not considered. If required enrollment materials are incomplete or inaccurate at the time of the deadline, the prospective student will be unable to participate in the enrollment process. A student will not be enrolled or placed on a waiting list while their required materials are incomplete.
- 3. Submit (2) acceptable proofs of residency.** Two (2) separate proofs of residency, described within the following categories, must be submitted by the family and received by Collegium. Acceptable categories are limited to: a deed or a lease, a utility bill, a credit card bill, a property tax bill, vehicle registration, and a driver's license or a D.O.T. identification card. **Please do not submit cell phone bills, bank account statements, or pay stub information.** All proofs of residency must be current and not expired.
- 4. Ensure that forms are fully completed, signed, and dated.** If a required form is missing a signature or is incomplete, the prospective student will not be able to participate in the enrollment process. Forms most often missing a signature include the *Charter School Student Enrollment Notification Form* and the *Enrollment Summary Form*. Forms most often received incomplete include the *Safe Schools Form* and *Home Language Survey*.
- 5. Use the tools provided for families.** In addition to the *Enrollment Tips & Enrollment Summary* forms within the sibling enrollment materials, Collegium also provides the *Sibling Enrollment Guide* to assist families with completing and gathering sibling enrollment materials for submission. To use the guide, please print the sibling enrollment materials, access this link <http://bit.ly/1NbmGaq>, and follow along with the guide as you work through the printed materials.
- 6. Instead of mailing enrollment materials to Collegium, consider alternative options.** Collegium accepts enrollment materials via fax (610-903-6365), email attachment (enrollment@ccs.us), and hand delivery (435 Building: 435 Creamery Way, Suite 300, Exton, PA 19341). Hand-delivered enrollment materials are only accepted at the 435 Building from 8:30am until 3:30pm. Our 500 Building main office will be open November 14th from 10:00am until noon to accept sibling enrollment materials.

2016-2017 SIBLING ENROLLMENT FORM

Write the full name and grade level of your oldest student currently enrolled at Collegium.

FIRST MIDDLE LAST GRADE

Child's Full Name: _____
(Include Middle Name)
 Current School: _____
(If Applicable)
 Current Grade Level: _____
(If Applicable)

Child's Gender: _____ Male / Female
(Please Circle)
 Child's Birthdate: _____
(MM/DD/YYYY)
 Grade Level 2016-2017: _____
(Next School Year)

Child's Home Address: _____
 City PA, Zip Code

Child's Mailing Address: _____
(If different than home address)
 City PA, Zip Code

Primary Phone Number: _____

Family's School District of Residence: _____

Is there a custody or guardianship order/agreement regarding this child? Yes No
(If "YES," please provide Collegium with a copy of the order/agreement.)

Does your child currently have a 504 Service Agreement? Yes No

Does your child currently have an Individualized Education Plan? Yes No

Child Lives With *(Please list names of adults and relation to child)*

Parent/Guardian 1 Name Relation to Child Cell Phone Number Work Phone Number

Parent/Guardian 2 Name Relation to Child Cell Phone Number Work Phone Number

Parent/Guardian 1 Email Address Parent/Guardian 2 Email Address

By signing this enrollment form, I affirm the following:

- I am the parent or legal guardian of this child.
- All information presented here is accurate and truthful.

Parent/Guardian Signature

Date

Charter School Student Enrollment Notification Form

For School Year 2016-2017

Warning: A child enrolled in another public school or a nonpublic or private school cannot, at the same time, enroll in a charter school.

Name of Charter School: Collegium Charter School

Address: 535 James Hance Court
Exton, PA 19341

Charter School Contact Person: Sonny Lake

Telephone: 610-903-6364 Email Address: slake@ccs.us

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)? _____ Yes _____ No

III. Parent/Guardian Information:

Child Lives With: _____ Both Parents _____ Both Parents _____ Mother Only _____ Father Only _____
Legal Guardian _____ Alternately 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. **My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school or a private school at the same time he or she is enrolled in this charter school.**

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

IV. To Be Completed By Charter School:

Verification of Date of Birth: _____ Birth Certificate _____ Other _____
Proof of Residency _____ Mortgage Statement _____ Lease _____ Utility Bill _____ Other _____
Official Enrollment Date: _____ Anticipated Date of Attendance: _____
Grade Student Is Entering: _____

Signature of Charter School Representative: _____

2016-2017 Safe Schools Form

Child's Name: _____ 2016-2017 Grade Level: _____

The *Safe Schools* section of the Pennsylvania School Code states that the parent, guardian, or other person having control over or charge of a student shall, upon registration, provide a sworn statement or affirmation regarding the student's prior discipline record relative to weapons, alcohol, drugs, the willful infliction of injury to another person or any act of violence committed on school property.

Please read each statement then mark the appropriate answer option.

I, the undersigned, attest that **I AM** the parent/guardian or have legal custody of the child listed above.

True False

The child listed above **HAS NOT** been suspended or expelled from any public, charter, independent, private or parochial school **for an act or offense involving weapons** committed on school premises, during a school-sponsored activity, or on any public or private conveyance providing transportation to/from school or school sponsored activity.

True False

The child listed above **HAS NOT** been suspended or expelled from any public, charter, independent, private or parochial school **for an act or offense involving alcohol and/or drugs** committed on school premises, during a school-sponsored activity, or on any public or private conveyance providing transportation to/from school or school sponsored activity.

True False

The child listed above **HAS NOT** been suspended or expelled from any public, charter, independent, private or parochial school **for an act or offense involving the willful infliction of injury to another person** committed on school premises, during a school-sponsored activity, or on any public or private conveyance providing transportation to/from school or school sponsored activity.

True False

The child listed above **HAS NOT** been suspended or expelled from any public, charter, independent, private or parochial school **for an act or offense involving any act of violence against person(s) and/or property** committed on school premises, during a school-sponsored activity, or on any public or private conveyance providing transportation to/from school or school sponsored activity.

True False

Collegium will be requesting your child's disciplinary records, along with their academic records, from his/her previous school(s). **A willful false statement of the above affirmation is a misdemeanor of the third degree and shall immediately be reported to the appropriate authorities.**

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



535 James Hance Court
Exton, PA 19341
610-903-6364 ☎
610-903-6365 📠
www.collegiumcharter.com

AUTHORIZATION FOR REQUEST OF SCHOOL RECORDS

I authorize **Collegium Charter School** to receive the school records for my son/daughter.

(Signature of Parent/Guardian)

(Date)

Name of Student		2016-2017 Grade Level:	
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From _____
(Name of Current School, Agency or Person)

Address: _____

Please send a copy of his/her:

- Academic Records
- Health Records
- Discipline Records
- Standardized Test Scores
- Most Recent Report Card
- Current Grades (if enrollment date is during the school year)
- Current Course Schedule (MS/HS only)
- If applicable, all Confidential Records, including the Evaluation Report, Individualized Education Plan, Notice of Recommended Educational Placement, 504 Service Agreement, and all other relevant Special Education records so that proper placement can be made and continuity of record keeping maintained.

Office Use Only

Parental permission is no longer required when records are requested by authorized school personnel (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, Jun 17, 1976, Volume 41, Number 118, Page 24673).

Authorized Collegium Signature

School personnel: please forward all records to the attention of:

Susan Novak, Assistant to the CEO
Collegium Charter School
535 James Hance Court
Exton, PA 19341
610-903-6368 or snovak@ccs.us

2016-2017 HOME LANGUAGE SURVEY

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

School District: **Collegium Charter School**

Date: _____

School: **Collegium Charter School**

Student's Name: _____

Grade: _____

1. When was the student's initial entry into the United States? _____

(If the student was NOT born in the United States.)

2. When was the student's initial entry into Pennsylvania? _____

(If the student was NOT born in Pennsylvania.)

3. What was the 1st language your child learned to speak? _____

4. Does the student speak a language other than English? _____

(Do not include languages learned in school.)

YES/NO

(Please circle)

If yes, specify language: _____

Specify country of origin/dialect: _____

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

6. Has the student attended any United States school during his/her lifetime? _____

YES/NO

(Please circle)

If yes, complete the following:

Name of School	State	Enrollment Dates/Grade Level(s) Completed

Person completing this form (relationship to student): _____

Parent/Guardian Signature: _____

**The school district/charter school has the responsibility under the federal law to serve students who have limited English proficiency 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.*

2016-2017 Student Ethnicity & Race Form

In order to provide a more accurate picture of the nation's ethnic and racial diversity, the *U.S. Department of Education* has developed a new way to report student ethnicity and race.

Although you are not required to complete this form, Collegium is required (under federal guidelines) to provide an answer on your behalf if you choose not to provide such information.

The *U.S. Department of Education* has designated the ethnicity and race options below. Collegium is required to ask the following questions; however, Collegium did not develop the questions or their corresponding answer options.

Child's Name: _____

1. Please indicate your child's ethnicity (choose one):

- Hispanic/Latino
- Non-Hispanic/Non-Latino

2. Please indicate your child's race (choose one or more, regardless of ethnicity):

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian or Other Pacific Islander
- White or Caucasian



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www.collegiumcharter.com

2016-2017 Enrollment Questionnaire

Please complete and return this questionnaire with your enrollment materials. **Your responses will not, and cannot, affect your child's enrollment in Collegium.** Completing this questionnaire is optional.

Child's Name: _____

Current Grade Level: _____

Date: _____

Anticipated CCS Enrollment Date: _____

Parent Name Completing This Form: _____

How did you first learn about Collegium Charter School?

Why did you select Collegium Charter School for your child?

Name of current school and number of years attended: _____

Why is your child leaving this school?

What are your child's academic, social and behavioral strengths?

In what area(s) does your child need to improve?

What goals do you have for your child's education?

Please provide any additional information about your child that you would like to share on the back of this questionnaire.

2016-2017 Enrollment Summary Form

Before submitting your enrollment materials, please review the following checklist to ensure materials are complete as enrollment processing cannot begin until the required documentation is returned to Collegium.

	2016-2017 Sibling Enrollment Form
	Charter School Student Enrollment Notification Form
	A Completed 2016-2017 Safe Schools Form
	Authorization for Request of School Records
	2016-2017 Home Language Survey
	2016-2017 Student Ethnicity & Race Form
	2016-2017 Enrollment Questionnaire
	2016-2017 Enrollment Summary Form (<i>This Form</i>)
	2016-2017 Enrollment Submission Form
	A Copy of Your Child's Birth Certificate
	Copies of Two (2) Current Proofs of Residency (Current & Not Expired)
	A Copy of Your Child's Most Recent Immunization Record
	A Copy of Your Child's Most Recent Report Card (<i>Transcript For Grades 10-12</i>)
	A Copy of Your Child's Most Recent I.E.P. and/or 504 Service Agreement (<i>If Applicable</i>)

Confirmation from the Parent/Guardian:

I affirm the responses and information provided to Collegium Charter School are correct to the best of my knowledge.

I understand that omissions and misinformation will delay the enrollment process until the correct information and documentation is received by the *Enrollment Coordinator* at Collegium.

Signature		Date	
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2016-2017 Enrollment Submission Form

Whenever possible, Collegium will attempt to contact families to alert them of their inaccurate or incomplete enrollment material submission. For families to receive notification in the event their submitted enrollment packet is incomplete, they must clearly complete the *Enrollment Submission Form*. Family contact will be attempted only one (1) time using the email address provided on the Enrollment Submission Form. **Beginning November 9th, Collegium does not guarantee this notification**, due to the anticipated volume of sibling enrollment material submissions.

The information provided within the box below is also used by Collegium to confirm both receipt and the completed status of your child's 2016-2017 sibling enrollment materials. Due to the consistently high volume of enrollment materials received, please be patient as you wait for confirmation.

Finally, notification of the sibling's 2016-2017 enrollment status (either enrolled or placed on the waiting list) will only be sent via U.S. mail in December 2015. Enrollment status information will not be provided via email message or telephone conversation.

THE **EMAIL ADDRESS** FOR MY FAMILY IS:

*Please **PRINT CLEARLY.***

If we cannot read the information, you will not be contacted.