



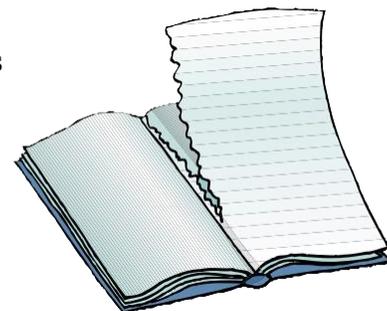
**PHILIP'S
ACADEMY**

Enrollment Guide

December 2018

Let the Process Begin!

Philip's Academy Charter School Board of Trustees has voted to participate in Newark's Universal Enrollment process for the 2019-2020 school year.



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Universal Enrollment is a single application system for district and charter schools. Families who wish to remain at Philip's Academy do not need to submit an application, but they do need to complete and submit the Philip's Academy re-enrollment contract by the **January 11, 2019** deadline.

Philip's Academy families seeking to enroll new students into the school must apply using the Universal Enrollment application which is available now until February 15, 2019.

Anyone interested in enrolling new students may apply in two ways: by completing an online application at www.newarkenrolls.org or filling out a paper application. Paper applications are available at any one of the Universal Enrollment participating schools or the Family Support Center located 765 Broad Street, Newark. Completed applications may be returned to any participating school. The deadline to submit an application is Friday, February 15, 2019. Philip's Academy strongly encourages all interested families to complete an electronic application for efficiency and accuracy.



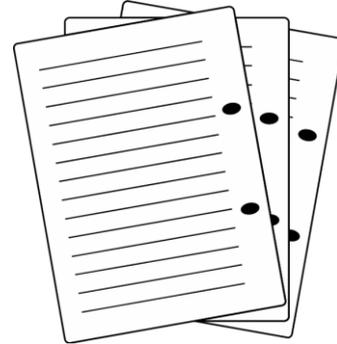
Re-Enrollment: Phase I

All families who wish to re-enroll their current student(s) for the 2019 -2020 school year MUST complete the attached paperwork by Friday, January 26, 2019

What's Included?

1. The 2019-2020 Enrollment Contract
2. Intent to Enroll Siblings Form

That's it!



How Do I Obtain the Phase I Re-Enrollment Documents?

You can obtain the forms in a number of ways.



1. The forms will be emailed to all parents with email addresses on file. Either parent can complete the form(s) and drop it in the Blue Box by January 11, 2019.
 2. The form will also be available in the Net Community section of the Parent Portal. Please click on "Re-Enrollment" in the left-hand menu to access and download the re-enrollment forms.
1. Limited copies of the forms will be available at the Front Desk.

Note: If we do not have a signed contract on file for your child by the deadline, your child's spot will be released to Newark's Universal Enrollment.

Your Questions Answered

Do I need to complete a Newark Enrolls application if I want my student to return to Philip's Academy?

- No, all families that wish to return for the 2019-2020 school year only need to submit a signed re-enrollment Contract for each current student.

I have another child that does not attend Philip's Academy; I want them to be considered for enrollment. What should I do?

- Visit www.newarkenrolls.org and complete the online application by February 15, 2019.
- Please be sure to indicate that the applicant has a sibling at Philip's Academy (Located in Section A of the One Newark application).

Are there any differences to applying to the PK 4 Program?

Yes, on a limited basis PK 4 will now be able to accept applicants from East Orange, Irvington, and Newark. There can be no special accommodations or exceptions made, not even for siblings.

Will siblings have preference like before?

- Yes, siblings of students enrolled at Philip's Academy, either sharing the same parent(s) or through
- legal adoption, will be given preference prior to other applicants being accepted. For verification purposes, please attach birth certificates and/or legal guardianship paperwork along with your *Intent to Enroll Sibling Form* for each sibling you wish to enroll for the first time.

My student will not be five by the kindergarten cut off deadline. Will I be able to apply?

- No, only children celebrating their 5th birthday by October 1, 2019 are eligible for enrollment in the Kindergarten program. There will be no exceptions.

My student will not be four by the Pre-kindergarten cut off deadline. Will I be able to apply?

- No, only children celebrating their 4th birthday by October 1, 2019 are eligible for enrollment in the Kindergarten program. There will be no exceptions.

I have more than one child that I would like to enroll. Do I have to complete two separate applications?

- Yes, you MUST complete an application for EACH child even if they are twins.

Will there be a public lottery held?

- No, after the application closes, an automated computer software will match each student with the best possible school based on the student's choices and the policies of the enrollment system. This computer software is used in several other districts with centralized enrollment systems and has been customized for Newark's needs.

When will I be notified about my school match?

- According to Newark Public Schools, all families that submit a Newark Enrolls application will be notified in mid-April.

Withdrawing a Student

If you are thinking about withdrawing your student from Philip's Academy Charter School please be sure to communicate this with Ms. June Bernard in Enrollment at jbernard@pacsnewark.org.

All withdrawal notifications must be submitted in writing. Please contact jbernard@pacsnewark.org to obtain a withdrawal form.



HAVE QUESTIONS?

Contact Us:

June Bernard

Director of Enrollment

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Fax: 973-624-8355

Email: jbernard@pacsnewark.org