



Policy field	Current entry
Resolution	Resolution No. 0320202413
Prior revision	March 25, 2026; working revision May 15, 2026.
Proposed revision	June 2026 - SY 2026-27 operating/review year clarification; SY 2027-28 enrollment-year lottery and offer-response update; substantive integration of the PDE Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026; pending final APC date verification, solicitor review, and Board adoption.
Primary enrollment source	PDE Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026.
Primary immunization source	PDE School Immunization Requirements BEC, issued September 8, 2017; revised May 13, 2026.
Primary EL sources	22 Pa. Code § 4.26; Educating English Learners BEC; current PDE identification, LIEP, ACCESS, refusal, and reclassification procedures.
Status	This clean draft clarifies that the policy will be used during SY 2026-27 to conduct lottery and enrollment procedures for students seeking enrollment at LAB Charter for SY 2027-28. LAB Charter's English Language Development / LIEP program model has been identified as EL-Specific English Only Instruction. This revision also integrates the substantive requirements of the PDE Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026, including required enrollment documentation, optional-document limits, prohibited requests, immediate-enrollment protections, records-transfer rules, complaint procedures, and public-policy controls. The policy is not effective until unresolved APC calendar dates are verified and the policy is reviewed and adopted through LAB Charter's governance process.

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Pre-Edit Verified-Date Table

The following table was prepared before this clarification update. It distinguishes preliminary or verified SY 2027-28 enrollment-year dates from dates requiring final APC or Board verification and from uploaded APC dates that apply only to the 2026-27 APC timeline. It prevents unverified or misclassified date insertion.

Date / Timeline Item	Source Document / Page	Verification Status	Notes
SY 2026-27 operating/review year and SY 2027-28 enrollment-year framing	Uploaded Epicenter/APC clarification prompt; LAB policy Section 1 and Section 12 update request	Confirmed as required policy framing	The policy now states that it governs lottery and enrollment procedures used during SY 2026-27 for students seeking enrollment for SY 2027-28.
SY 2027-28 application deadline	Earlier user-provided 2027-28 APC timeline excerpt identified “Application closes Friday, January 15.” Current uploaded APC materials provided in this update are labeled 2026-27.	Requires final APC verification before publication	Do not replace the SY 2027-28 enrollment timeline with 2026-27 dates. Insert only after official APC confirmation.
SY 2027-28 APC lottery date	No verified SY 2027-28 lottery date found in current uploaded 2026-27 APC materials.	Missing / requires APC verification	The policy does not invent a date and directs annual APC verification before publication.
SY 2027-28 results-release timing	Earlier 2027-28 timeline excerpt referenced “Monday following lottery day”; current 2026-27 APC materials include 2/6/2026 notification day for the 2026-27 cycle only.	Timing concept retained; exact date requires APC verification	Do not relabel 2/6/2026 as a SY 2027-28 results date.
SY 2027-28 initial offer acceptance deadline	No verified SY 2027-28 initial offer acceptance deadline found in current uploaded 2026-27 APC materials.	Missing / requires APC verification	APC offer notice and family account deadline control until a date is verified.
Five (5) business days after family acceptance	Policy remediation requirement; consistent with PDE enrollment timing framework once required items are provided	Confirmed as LAB policy requirement	Applies to initial lottery and later waitlist offers, subject to immediate-enrollment and delayed-document protections.

SY 2027-28 post-deadline application start date	No verified SY 2027-28 post-deadline start date found in current uploaded 2026-27 APC materials.	Missing / requires APC verification	The 2/23/2026 date is treated as a 2026-27 APC timeline reference only.
SY 2027-28 waitlist close date	LAB Charter policy table request; not an APC-published date in available materials.	Board-policy date / requires local confirmation	June 30, 2028 remains subject to LAB/Board/APC confirmation.

1. Purpose, Applicability, and Governing Principles

This Policy governs student admission, application, lottery administration, waitlist management, enrollment confirmation, immediate-enrollment rights, residency verification, student-records procedures, disenrollment protections, and related enrollment safeguards at Laboratory Charter School ("LAB Charter"). The purpose of this Policy is to ensure that LAB Charter's enrollment practices are fair, transparent, family-accessible, legally compliant, and consistently administered. The Policy is intended to align with Pennsylvania charter school law, current Pennsylvania Department of Education ("PDE") guidance, School District of Philadelphia / Charter Schools Office guidance, Apply Philly Charter ("APC") procedures, and applicable federal civil-rights and student-services requirements. This Policy governs the lottery and enrollment procedures used during SY 2026-27 for students seeking enrollment at LAB Charter for SY 2027-28. SY 2026-27 is used in this Policy as the operating/review year during which LAB Charter administers the lottery, APC-related process steps, offer response, waitlist administration, and enrollment-confirmation procedures. SY 2027-28 is used as the enrollment year for the students seeking seats through that process. APC dates are cycle-specific and must be verified annually before publication. If APC or applicable law changes a cycle-specific operational date after adoption of this Policy, LAB Charter may issue consistent administrative guidance, but no such guidance may contradict a Board-adopted deadline in this Policy unless the Policy is formally amended by the Board. LAB Charter shall maintain this written admission and enrollment policy as a public record and shall publish enrollment policies and procedures on its publicly accessible website, consistent with PDE guidance and 22 Pa. Code § 11.41.

Policy Interpretation Standard

This Policy must be interpreted to prevent enrollment barriers. No provision shall be applied to deny, delay, discourage, screen out, or burden a student who is legally eligible to apply for admission, receive a lottery or waitlist offer, or enroll at LAB Charter.

2. School-Age Eligibility and Entitlement to Education

Children are considered school age from the time they are admitted to a public-school educational program until graduation from high school or the end of the school term in which they turn 21, whichever occurs first. Children with disabilities who remain eligible under the Individuals with Disabilities Education Act ("IDEA") may remain enrolled in their resident school district or a charter school until their 22nd birthday, consistent with applicable law. During the time a child is of school age, the child is entitled to attend the public schools of the resident school district or a charter school, or to attend another school district as an eligible nonresident, as permitted by law. Non-special education students who turn 21 during the school term are entitled to finish that school term. If a student is under age 21 and has a high school equivalency credential, the student may enroll in school and work toward a diploma, as permitted by law. LAB Charter shall not refuse admission or enrollment on the basis of age where the student meets lawful eligibility requirements for the grade or program sought. Kindergarten eligibility and beginner admissions shall be administered consistent with LAB Charter's charter, applicable Board policy, and PDE guidance. The enrollment rights and protections in this Policy apply equally to resident students residing with parents or guardians; emancipated minors; nonresident students living with a resident adult who is supporting the child without personal compensation or gain; nonresident students living in a facility or institution; nonresident students living in a foster home; and other students protected by federal or state law.

3. Equal Access, Non-Discrimination, Language Access, and No Barriers to Application

LAB Charter shall not discriminate in admission, application, lottery participation, waitlist placement, enrollment, reenrollment, services, or access to school programs on any unlawful basis, including race, color, national origin, ancestry, sex, disability, age, religion, housing status, foster-care status, immigration status, English-language proficiency, or any other characteristic protected by law. LAB Charter shall not create or maintain barriers that discourage, screen out, burden, or deter eligible applicants from applying or enrolling. LAB Charter shall not require interviews, admissions tests, unlawful auditions, school tours, information sessions, essays, family meetings, prior disciplinary clearance, recommendations, fees, volunteer commitments, family-service obligations, or any other selective or unnecessary pre-application step as a condition of application, admission, lottery entry, or enrollment. LAB Charter shall administer the enrollment process in a manner that is accessible to families with limited English proficiency, families with disabilities, families without reliable internet access, families in temporary housing, families experiencing homelessness, families in foster-care or kinship-care situations, and families needing translation or interpretation support. Children and families with limited English proficiency must be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the student promptly, consistent with Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act.

4. Application Process Through Apply Philly Charter

LAB Charter participates in Apply Philly Charter ("APC") for the unified charter application, lottery, offer, and waitlist process. Families seeking admission to LAB Charter for SY 2027-28 shall apply through APC and may review APC's family materials, instructions, and next-step information at www.applyphillycharter.org. Families may submit an application through APC online and may use APC's family resources to review the process, timeline, offers, waitlist information, and family account instructions. LAB Charter may provide in-person application support and access to a device, when available, to help families complete the APC application, but the school shall not impose any additional application requirement beyond what is permitted by law and APC procedures. This Policy shall be used during SY 2026-27 to administer the application, randomized lottery, offer, waitlist, required enrollment-document submission, and enrollment-confirmation process for students seeking enrollment at LAB Charter for SY 2027-28. Any uploaded APC timeline dates labeled for the 2026-27 APC cycle shall be treated only as 2026-27 APC timeline references unless an official APC source confirms that a date applies to SY 2027-28 enrollment. Applications submitted by the verified APC pre-deadline application deadline for SY 2027-28 enrollment shall be eligible for lottery consideration, subject to APC rules, lawful eligibility criteria, available seats, and lawful preferences. Applications submitted after the verified pre-deadline application deadline shall be processed in accordance with APC procedures and this Policy and will generally be considered for waitlist placement or later seat offers rather than inclusion in the initial lottery. The exact SY 2027-28 enrollment application deadline, lottery date, initial offer-acceptance deadline, and post-deadline application start date require final APC verification before publication.

4.1 Apply Philly Charter Next Steps Instructions

LAB Charter shall maintain Apply Philly Charter Next Steps Instructions for families whose applications are marked Ineligible, Seat Offer, or Waitlisted. The instructions shall be clear, family-facing, and consistent with LAB Charter's Board-approved enrollment policy. Because APC uses one set of instructions for both current-year and future-year offers, the Next Steps Instructions shall be written in evergreen language and shall not include specific dates, date ranges, or school-year references unless APC specifically requires them. The instructions shall direct families to review the offer notice and the family's APC account for applicable response deadlines. The instructions shall not create any enrollment barrier, require optional documents, or override immediate-enrollment, delayed-document, language-access, disability, foster-care, military-family, McKinney-Vento, immunization, or other protected-student rights. For the uploaded 2026-27 APC cycle, Next Steps Instructions, Grade Capacities, and Priority Verifications were due by January 30, 2026; that deadline is treated as a 2026-27 APC operations reference and is not relabeled as a SY 2027-28 enrollment date.

5. Lottery Administration

If the number of eligible applicants exceeds the number of available seats in any grade for SY 2027-28 enrollment, LAB Charter shall fill available seats through a random lottery administered through APC, subject only to lawful preferences set forth in this Policy and any other preference expressly authorized by Pennsylvania charter school law and LAB Charter's charter. LAB Charter shall not use academic records, grades, assessment scores, disability status, suspected disability, English-language proficiency, home language, disciplinary history, family participation, family income, parental involvement, race, national origin, immigration status, housing status, or any unlawful screening factor to decide who enters the lottery or who receives a seat offer. APC's Rank and Match process may affect whether a family receives an offer, a waitlist placement, or a designation that the applicant received a higher-ranked offer. Lottery results for SY 2027-28 enrollment are expected to be posted according to the verified APC results-release schedule for the SY 2026-27 lottery process; any exact calendar date requires final APC verification before publication. Families are expected to check both their APC account and email when results are released. LAB Charter may also communicate with families using the contact information available in APC, but APC account deadlines remain controlling unless law requires flexibility. Selection in the lottery, placement on a waitlist, or receipt of a seat offer does not by itself constitute enrollment at LAB Charter. Enrollment is completed only after the family timely accepts the seat offer through APC, when required, and timely submits the required enrollment items directly to LAB Charter, unless immediate enrollment, delayed documentation, deadline flexibility, or another protection is required by law.

6. Enrollment Preferences

LAB Charter shall apply enrollment preferences only to the extent authorized by Pennsylvania Charter School Law, LAB Charter's charter, Board-adopted enrollment policy, and Apply Philly Charter procedures. First preference shall be given to students who reside in Philadelphia/the applicable chartering district, consistent with Pennsylvania Charter School Law. Any additional lawful preference shall be applied only within the applicable residency-preference structure and only if reflected in LAB Charter's charter/admission policy and APC lottery configuration for the relevant cycle.

6.1 Philadelphia Residency Preference

Philadelphia residency preference shall be applied as the first preference to students who reside in Philadelphia/the applicable chartering district, consistent with Pennsylvania charter school law and any governing local requirement. Nonresident applicants may be considered only in the manner permitted by law.

6.2 Lawful Additional Preferences

LAB Charter shall not apply a staff, employee-child, displaced-student, founder/developer, sibling, or other special preference unless the preference is expressly authorized by Pennsylvania law, LAB Charter's charter, Board policy, and Apply Philly Charter procedures for the applicable enrollment cycle. Any such preference shall be applied in a manner that does not supersede the legally required residency preference or create an unlawful admission barrier.

7. Required Enrollment Items and Allowable Enrollment Materials

Selection in the lottery or receipt of a seat offer from the waitlist does not by itself complete enrollment. To complete enrollment, the parent, guardian, foster parent, caseworker, unaccompanied youth, resident adult, caregiver, or other person having charge or care of the child must provide or complete the required enrollment items below, unless immediate enrollment, delayed-document submission, or another exception is required by law.

LAB Charter shall require only the following five core enrollment items as conditions of enrollment, except as otherwise permitted or required by law: proof of age; immunization documentation; proof of residency; Parent Registration Statement; and Home Language Survey.

Enrollment Timing Standard

When required enrollment documentation has been provided, a child shall normally be permitted to attend school on the next school day after presentation for enrollment and in all cases within five business days, consistent with 22 Pa. Code § 11.11(b). This standard does not limit stronger immediate-enrollment or delayed-document protections.

7.1 Proof of the Student's Age

Any one of the following constitutes acceptable proof of age:

1. Birth certificate;
2. Notarized copy of a birth certificate;
3. Baptismal certificate;
4. Notarized or duly certified record of baptism showing date of birth;
5. Notarized statement from a parent or other relative indicating date of birth;
6. Valid passport; or
7. Prior school record indicating date of birth.

This list is non-exhaustive. LAB Charter shall consider the student's circumstances and shall not impose a single-document requirement when other reliable proof is available.

7.2 Immunization Documentation and Attendance Requirements

7.2.1 Authority, Required Documentation, and Exemptions

The Pennsylvania Department of Health establishes school immunization requirements through 28 Pa. Code §§ 23.81-23.87. The School Immunization Requirements BEC, issued September 8, 2017 and revised May 13, 2026, clarifies existing requirements; it does not independently change the vaccines required for Pennsylvania school attendance.

For enrollment-stage documentation, LAB Charter may accept the child's immunization record; a written statement from the former school or medical office that required immunizations have been administered or that a required series is in progress; or verbal assurance from the former school or medical office that required immunizations have been completed, with records to follow. Verbal assurance is temporary evidence only and does not eliminate the duty to obtain and maintain the required record or satisfy continuing attendance requirements.

LAB Charter shall recognize exemptions authorized by 28 Pa. Code § 23.84 and 24 P.S. § 13-1303a, including medical exemptions, religious exemptions, and exemptions based on a strong moral or ethical conviction similar to a religious belief. Exemption documentation shall be maintained in the student's health record.

7.2.2 Admission While Completing a Multiple-Dose Series

A student who is not exempt and has not completed every required dose may attend provisionally only when the student has received all required single-dose vaccines before the first day of attendance and will receive remaining doses in a required multiple-dose series within a medically appropriate period.

If it is medically appropriate to receive the next dose within the first five school days, the dose must be received by the fifth school day. The family must provide the required written medical plan or certificate, as applicable. If it is not medically appropriate to receive the next dose within five school days, a medical certificate must clearly state the schedule for the remaining doses.

7.2.3 Medical-Certificate Monitoring

The school nurse or designee shall review each medical certificate at least every 30 days, document the review, notify the family of upcoming or missed deadlines, and maintain the schedule in a provisional-immunization tracker. Failure to meet the certificate may result in exclusion from attendance as permitted by law, after the safeguards in Section 7.2.5 are completed.

7.2.4 Protected Categories and Temporary Waivers

A student experiencing homelessness shall not be denied or delayed enrollment or attendance because immunization records or exemption documentation are unavailable at enrollment. A student in foster care who lacks records shall be enrolled immediately and shall have 30 days to provide records or complete an exemption. A student moving or transferring into a Pennsylvania school who cannot immediately provide records shall have 30 days to provide records, a medical certificate, or an exemption. LAB Charter shall also apply any temporary waiver issued by the Pennsylvania Secretary of Health under 28 Pa. Code § 23.85(h).

7.2.5 Notice, Assistance, Exclusion, Attendance, and Subsidy

LAB Charter shall inform families of missing immunizations, available county or local immunization services, applicable deadlines, and the consequences of noncompliance. For a student with a disability, assistance offered shall be documented, and LAB Charter shall consult its special education leadership and solicitor as appropriate before exclusion-related action.

Before excluding a student, LAB Charter shall verify the record, applicable exemption, medical appropriateness, protected-category status, notice, assistance, and due-process requirements; consider individual circumstances; and obtain administrative and solicitor review when warranted by PDE guidance. A student excluded under the immunization regulations shall be recorded as unexcused absent for reporting purposes and may not be counted for state reimbursement during the nonattendance period. LAB Charter shall not seek compulsory-attendance penalties solely on the basis of a violation resulting from failure to comply with immunization requirements, consistent with 24 P.S. § 14-1417; other attendance obligations remain applicable as provided by law.

7.2.6 Annual Health-Procedure Review

The school nurse, Enrollment Lead, Attendance Lead, Special Education Lead, and CEO or designee shall review the immunization intake notice, provisional tracker, medical-certificate review form, exemption forms, exclusion notice, attendance coding, and family-assistance procedures before each school year and after any DOH or PDE update.

7.3 Proof of Residency

Unless exempt or entitled to immediate enrollment, a family may establish residency using any one of the following documents containing the name and current address of the child's parent, guardian, resident adult, caregiver, or other person having charge or care of the child:

1. Current deed;
2. Mortgage statement no more than three months old;
3. Active residential lease agreement;
4. Utility bill no more than three months old;
5. Internet bill no more than three months old;
6. Credit card bill no more than three months old;
7. Bank statement no more than three months old;
8. Tax bill no more than three months old;
9. Insurance document no more than three months old; or
10. Federal or state government mail sent in the past three months, such as benefits information, voter registration, or tax documents.

As a brick-and-mortar charter school, LAB Charter may request more than one form of residency confirmation when reasonable and consistent with law. Additional confirmation shall not delay enrollment. Families and youth experiencing homelessness are exempt from proof-of-residency requirements.

7.4 Parent Registration Statement

The parent or guardian shall submit the sworn statement required by Pennsylvania law addressing whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury, or violence on school property, and whether the student has been or is expelled under section 1318.1 of the School Code for a sexual-assault conviction or adjudication involving another student enrolled in the same school.

LAB Charter shall not deny or delay enrollment based on the statement or a disciplinary record. The school may provide alternative education services to the extent authorized by law for a current weapons expulsion or qualifying sexual-assault matter and may review other prior expulsions only to determine appropriate services and supports.

7.5 Home Language Survey

Every student seeking first-time enrollment in a school shall receive the Pennsylvania Home Language Survey. Enrollment and attendance shall not be delayed to administer or complete it. The HLS shall be maintained in the student's record and shall not be repeatedly re-administered to manipulate or reverse a prior response.

If any HLS response identifies a language other than English, LAB Charter shall promptly initiate the identification process in Section 7.6. The HLS response alone does not establish EL status, and the identification process shall not be used as an admission screen or enrollment barrier.

7.6 English Learner Identification, Placement, Programming, Reclassification, Monitoring, and Redesignation

7.6.1 Governing Standard and Nondiscrimination

LAB Charter shall identify and serve English Learners in accordance with 22 Pa. Code § 4.26, the Educating English Learners BEC, current PDE identification and reclassification procedures, Title VI, the Equal Educational Opportunities Act, ESSA, IDEA, Section 504, and other applicable law. Home language, English proficiency, EL status, refusal of separate services, or suspected disability shall not be used to deny, delay, discourage, or condition admission.

7.6.2 Family Interview, Records Review, and Disability Collaboration

When any HLS response identifies a language other than English, trained school personnel—not the parent independently—shall conduct the current PDE family interview with interpretation when needed. An ESL professional shall review the interview determination. The school shall determine whether the exposure or use is meaningful, connected to the student's or family's national origin, and potentially relevant to English-language development.

LAB Charter shall review available academic records for compelling evidence across listening, speaking, reading, and writing. Lack of records shall not delay enrollment and shall not be treated as proof of English proficiency. Prior ACCESS results shall be handled under current PDE rules: a prior-school-year overall score below 4.5 is not a basis for rescreening to remove EL status; a prior-school-year score at or above 4.5 may be considered under the state reclassification criteria; and a score two or more years old requires screening.

When a student has an IEP, Section 504 plan, known disability, or suspected disability, ELD and special education personnel shall collaborate throughout screening, interpretation, program placement, and service planning. Required identification timelines remain applicable.

7.6.3 Approved Screeners, Eligibility Thresholds, and Parent Permission

When screening is required, LAB Charter shall use the current grade-appropriate K Screener, K MODEL, WIDA Screener, WIDA MODEL Screener, or WIDA Alternate Screener for an eligible student with a significant cognitive disability. KW-APT shall not be treated as a current authorized operational screener. The school shall verify instrument status and cut scores against the current PDE procedure before each enrollment cycle.

Current identification thresholds are summarized in Appendix C. Parent permission is not required before screening or identification. When a student cannot complete all or part of a screener because of disability or another documented reason, LAB Charter shall apply the current PDE evidence and domain rules and shall not calculate a composite score from fewer than all required domains unless a current state procedure expressly permits it.

7.6.4 Timely Completion

For a student enrolled before the school year begins, identification, parent notification, and program placement shall be completed within 30 calendar days of the beginning of the school year. For a student enrolling after the school year begins, the process shall be completed within 14 calendar days of enrollment. These timelines do not authorize delay of enrollment or attendance.

7.6.5 Parent Notice, Refusal Rights, and Annual ACCESS

LAB Charter shall provide timely, understandable notice in the parent's preferred language, to the extent practicable, explaining the identification process, screening results, EL determination, English proficiency level, recommended LIEP placement, actual program model, intended benefits, expected method and timeframe for attaining proficiency, reclassification criteria, and the right to refuse separate specialized ELD services in whole or in part.

LAB Charter shall not recommend refusal. Refusal does not remove EL status, annual ACCESS or Alternate ACCESS participation, required state reporting, general-education language supports, or the school's duty to overcome language barriers. The school shall maintain the state-required waiver, continue ELD through content instruction, notify the family when concerns arise, offer reinstatement, and use current reinstatement procedures.

7.6.6 LAB Charter Program Model

Pennsylvania requires each LEA to identify its LIEP under one of six categories: Mixed Class Bilingual; EL Bilingual; EL-Specific Transitional Instruction; Mixed Classes with Native Language Support; EL-Specific English Only Instruction; or Mixed Classes with English Only Support.

LAB Charter's English Language Development / Language Instruction Educational Program (LIEP) model is identified as EL-Specific English Only Instruction (the PDE LIEP category listed as EL Specific English Only Instruction). Under this model, LAB Charter provides planned English Language Development (ELD) instruction in English for identified English Learners through ESL-certified personnel and/or properly licensed teachers working in conjunction with ESL-certified personnel, while ensuring that English Learners receive equitable access to grade-level academic content, PA ELDS-aligned instruction and assessment, and appropriate language supports across the school day. This designation confirms LAB Charter's current PDE LIEP program-model category and does not reduce, replace, or limit LAB Charter's obligations to provide daily ELD, content-access supports, language accommodations, parent notices, annual ACCESS participation, reclassification, monitoring, redesignation, or services for English Learners with disabilities.

7.6.7 PA ELDS, Planned ELD, Staffing, and Academic Access

The LIEP shall align with grade-level Pennsylvania academic standards, incorporate the Pennsylvania English Language Development Standards Framework, provide planned ELD through properly certified ESL personnel or licensed teachers working in conjunction with ESL-certified personnel, and provide research-based bilingual or sheltered instruction with fidelity. ELD shall be deliberate, planned, focused, systematic, explicit, sustained, and delivered daily throughout the instructional day.

All teachers of ELs shall use current English-proficiency information and PA ELDS to plan language objectives, scaffolds, accommodations, modifications where lawful and appropriate, accessible assessments, and opportunities to develop listening, speaking, reading, and writing in academic contexts. ELD shall not improperly replace grade-level core instruction or reduce rigor. ELs shall not be excluded from a course or academic program for which they are otherwise eligible.

LAB Charter shall maintain a written planned ELD curriculum and shall provide adequate certified staffing, schedules, materials, collaboration time, professional development, and a documented program-evaluation process based on recognized educational theory, faithful implementation, and evidence of effectiveness.

7.6.8 Standard Reclassification

LAB Charter shall use the current state-required uniform procedure. Reclassification shall be based on the annual ACCESS overall composite proficiency level and standardized language-use inventories. Two inventories shall be completed: one by an ESL teacher when possible and one by a content teacher or team. When an ESL teacher cannot accurately complete an inventory, current PDE substitutions may be used. In the limited situation where only one qualified teacher can accurately complete the inventory, that score may be doubled as permitted by PDE.

Inventories shall ordinarily be completed before ACCESS scores are released for students likely to reach 4.5. In the limited unexpected-score circumstance identified by PDE, inventories may be completed after score release but before October 1. The reclassification window begins when ACCESS scores are published and closes October 1; local or PIMS status shall not be changed outside the permitted window.

Under the criteria verified in June 2026, a student is not eligible unless the ACCESS overall composite proficiency level is at least 4.5. ACCESS 4.5-4.8 requires at least 7.0 combined inventory points; ACCESS 4.9-5.2 requires at least 6.0; and ACCESS above 5.2 requires at least 5.0. LAB Charter shall verify the matrix annually before applying it.

When the minimum criteria are met, the student should be reclassified. EL status may be retained only when compelling, specific, documented educational evidence supports retention and is maintained with the ACCESS report, inventories, scoring sheet, and decision record.

7.6.9 Reclassification of ELs With Disabilities

An EL with an IEP who does not meet the standard criteria may be considered under the current differentiated ACCESS process only when all state conditions are met, including continuous LIEP enrollment for at least four years; the required less-than-10-percent ACCESS scale-score change calculations across each of the three year-pairs; documented provision of adequate ELD and language supports; use of the current state calculation tools, including the current less-than-four-domain tool when applicable; and recommendation by the required school-based team.

The team shall include expertise in English-language acquisition, special education goals and services, general-education content achievement, a family member with interpretation or liaison support when needed, and related service providers as appropriate. The record shall identify team members, evidence, current scores, and answers to the state-required decision questions.

For an eligible student taking Alternate ACCESS, reclassification may occur only under the current state criteria, including an overall composite proficiency level of at least 4, documented systematic provision of adequate language supports by a licensed ESL teacher or licensed teacher working with an ESL teacher, and IEP-team recommendation with ESL/bilingual professional input. Any less-than-four-domain calculation shall use the current Alternate ACCESS tool and be documented through the IEP process.

7.6.10 Former-EL Monitoring, Reporting, and Redesignation

For the first two years after reclassification, LAB Charter shall actively monitor the former EL's progress in every core academic class through sufficiently frequent teacher feedback, review of grades and assessments, work and language-use evidence, attendance and intervention data where relevant, and documented analysis of whether concerns arise from persistent language barriers, general academic needs, disability-related needs, instruction, or other causes.

For years three and four after reclassification, LAB Charter shall continue required PIMS reporting but is not required by the current state procedure to conduct the same active academic monitoring. At the end of year four, the student shall be coded under the current former-EL status applicable to students no longer monitored.

If, during active monitoring, documented evidence establishes that academic difficulty results from persistent language-acquisition needs, LAB Charter shall redesignate the student as an active EL, notify the family with appropriate language assistance, re-enroll the student in the LIEP, document and report the change, and provide appropriate services. The student must subsequently meet the state reclassification criteria again, and the active-monitoring period restarts at year one after the next reclassification.

7.6.11 Records, Accountability, and Annual Review

The ELD Coordinator shall maintain the HLS, family interview, records review, screener scores, identification form, parent notices, waiver or reinstatement forms, ACCESS records, inventories, reclassification records, disability-team records, monitoring forms, redesignation records, and PIMS validation in accordance with applicable retention and confidentiality requirements. The CEO, ELD Coordinator, Principal, Special Education Lead, Enrollment Lead, and PIMS/Data Lead shall complete the annual review in Appendix H before each enrollment cycle and after any material PDE, WIDA, CSO, statutory, or regulatory update.

8. Documents That May Be Requested But Not Required as a Condition of Enrollment

LAB Charter may request additional information for administrative, health, scheduling, educational, student-support, transportation, communication, or recordkeeping purposes. However, LAB Charter shall not require any such additional information as a condition of enrolling or admitting a child and shall not delay enrollment, delay attendance, or mark a child absent until these documents are provided. Documents that LAB Charter may request but may not require as a condition of enrollment include:

1. picture identification;
2. health or mental-health history;
3. physical or dental examination records;
4. academic records;
5. attendance records;
6. Individualized Education Program (IEP), evaluation, Section 504, and other special education or disability-related records;
7. documentation of physical examination; and
8. other administrative, registration, educational, student-support, or disciplinary records. LAB Charter may ask parents and guardians to complete a registration form when enrolling a child. However, failure to complete a school-developed registration form may not be made a condition of enrollment when the required enrollment documentation has otherwise been provided or when immediate enrollment is required by law. The registration form may request information such as student name, address, telephone number, parent or guardian name, resident adult name where applicable, emergency contact information, former school information, language-access information, sibling information, and other locally relevant administrative information. The form may not be used to collect prohibited information or to create a barrier to enrollment.

9. Prohibited Requests

LAB Charter shall not request or require any of the following for enrollment or residency determinations:

1. a social security number or social security card;
2. the reason for a child's placement if the child is not living with natural parents;
3. a child's or parent's visa;
4. immigration status;
5. agency records;

6. a court order or records relating to a dependency proceeding, except in the limited circumstances permitted by the Enrollment of Students BEC; or
7. the legal address of families enrolled in the Address Confidentiality Program (ACP). A child's right to be admitted to school shall not be conditioned on the child's immigration status. LAB Charter shall not

inquire into the immigration status of a student as part of the admissions or enrollment process. Consistent with *Plyler v. Doe* and PDE guidance, LAB Charter shall not deny access to public education based on a child's immigration status. Families enrolled in the Address Confidentiality Program may use the ACP address, including a post office box listed on the ACP card, as their legal address. LAB Charter shall not require additional residence information from ACP families except as permitted by law. School records from the student's former school may be forwarded through the ACP process.

10. Offer Response Deadlines and Required Enrollment Documentation

10.1 Initial Lottery Offers for SY 2027-28 Enrollment

Families receiving an initial lottery offer for SY 2027-28 enrollment must accept the offer through the family's APC account by the APC deadline shown in the family's offer notice and APC account. Families should review their email and APC account when results are released through the SY 2026-27 lottery process for SY 2027-28 enrollment. The exact calendar date for results release and the initial offer-acceptance deadline require final APC verification before publication. Uploaded APC dates labeled for the 2026-27 APC cycle may be used as 2026-27 operational references only and shall not be relabeled as SY 2027-28 dates unless official APC materials confirm that use.

10.2 Required Enrollment Items After Initial Lottery Acceptance

A family that accepts an initial lottery offer must submit the five required enrollment items directly to LAB Charter within five (5) business days after accepting the seat through APC, unless the written offer notice provides a later lawful deadline or unless immediate enrollment, delayed documentation, disability accommodation, language access, foster-care protection, military-family protection, McKinney-Vento protection, immunization exception, or other deadline flexibility is required by law. The five required enrollment items are: proof of the child's age; immunization record or legally acceptable immunization documentation/exception; proof of residency unless exempt by law; completed Parent Registration Statement; and completed Home Language Survey.

10.3 Methods for Returning Enrollment Materials

Families may return enrollment materials by at least two of the following methods: in person at the school, by email to the school-designated enrollment address, or by another secure method designated by LAB Charter for the applicable enrollment process. LAB Charter shall communicate the available submission methods clearly in its enrollment instructions.

10.4 Waitlist Offer Acceptance

If a seat becomes available after initial lottery results are released, APC and/or LAB Charter shall notify the family using the communication method in use for the applicable enrollment process. The family must accept the waitlist offer through the family's APC account by the deadline stated in the offer notice and displayed in the APC account. Because APC uses offer-specific deadlines for later waitlist offers, LAB Charter does not publish one universal waitlist acceptance date for all such offers.

10.5 Enrollment Materials Following Waitlist Acceptance

A family that accepts a waitlist offer must submit the five required enrollment items directly to LAB Charter within five (5) business days after accepting the seat through APC, unless the written seat-offer instructions issued for that student provide a later lawful deadline or unless immediate enrollment, delayed documentation, disability accommodation, language access, foster-care protection, military-family protection, McKinney-Vento protection, immunization exception, or other deadline flexibility is required by law. The five required enrollment items are: proof of the child's age; immunization record or legally acceptable immunization documentation/exception; proof of residency unless exempt by law; completed Parent Registration Statement; and completed Home Language Survey.

10.6 Failure to Timely Accept or Submit Required Enrollment Items

If a family does not timely accept the seat offer through APC, does not submit the five required enrollment items by the applicable LAB Charter deadline, or otherwise does not complete the enrollment process within the time permitted by law and this Policy, LAB Charter may treat the seat as declined or forfeited and may offer the seat to the next eligible student, consistent with applicable law and APC procedures. LAB Charter will not delay enrollment or attendance because of records or forms that are not legally required as conditions of enrollment. Prior school records, IEPs, Section 504 plans, academic records, attendance records, disciplinary records, health forms, photo releases, internet-use forms, and similar optional or post-enrollment forms may be requested but may not be required to enroll. This subsection shall not be applied to deny or delay enrollment for students entitled to immediate enrollment or deadline flexibility under McKinney-Vento, foster-care protections, military-family protections, special education law, Section 504, language-access obligations, immunization protections, or any other applicable legal protection.

10.7 Mandatory Deadline-Protection Review Before Forfeiture

Before withdrawing an offer, treating an offer as forfeited, or moving to the next waitlisted applicant based on failure to meet an enrollment-material deadline, LAB Charter shall determine whether the student is entitled to immediate enrollment, delayed document submission, deadline flexibility, translation or interpretation assistance, language-access support, disability-related accommodation, McKinney-Vento protections, foster-care protections, military-family protections, immunization exception or extension, or another legal protection. No offer shall be forfeited due to documents that may not lawfully be required as a condition of enrollment.

11. Waitlist Administration

When more students apply than the number of available attendance slots for SY 2027-28 enrollment, students not selected for an initial offer shall remain on the waitlist in the order established through APC and any lawful preferences applied through the lottery. If a seat later becomes available, the next eligible student shall be selected from the waitlist in the order established through APC, subject to any lawful preference that continues to apply. Families shall be notified through APC and, where applicable, by LAB Charter using the communication method in use for the applicable enrollment process. A family receiving a waitlist offer while the waitlist remains active must comply with the offer-specific APC acceptance deadline shown in the offer notice and APC account and must then submit the five required enrollment items within five (5) business days after accepting the seat, unless a later lawful written deadline applies or immediate enrollment, delayed documentation, or deadline flexibility is required by law. Unless exhausted earlier or superseded by later Board action consistent with law, the waitlist for SY 2027-28 enrollment shall remain active through June 30, 2028, subject to local confirmation and any applicable APC or CSO guidance.

12. Enrollment Timeline for SY 2027-28 Enrollment — Lottery Conducted During SY 2026-27

This table identifies the timeline used during SY 2026-27 for the application, lottery, offer, waitlist, and enrollment-confirmation process for students seeking enrollment at LAB Charter for SY 2027-28. Dates marked “Date Verification Needed” must be verified against official APC materials before final publication or Board submission. Separately, any uploaded APC dates labeled for the 2026-27 APC cycle shall be treated as 2026-27 APC timeline references and shall not be relabeled as SY 2027-28 enrollment dates unless officially verified.

Date	Action / Requirement
Date Verification Needed	APC application window opens for SY 2027-28 enrollment. This date must be verified against official APC materials before final publication or Board submission.
Date Verification Needed	APC pre-deadline application deadline for SY 2027-28 enrollment. Applications submitted by the verified deadline are eligible for lottery consideration, subject to APC rules and lawful eligibility criteria.
Date Verification Needed	APC lottery date for SY 2027-28 enrollment. LAB Charter will review lottery outputs and waitlist order consistent with APC procedures and lawful preferences after APC confirms the lottery date.

Date	Action / Requirement
Monday following lottery day - exact date requires APC verification	APC lottery results released for SY 2027-28 enrollment. Initial offers, waitlist placements, and other APC result designations are visible in the family's APC account and may be communicated by email.
Date Verification Needed	Deadline for families receiving an initial lottery offer for SY 2027-28 enrollment to accept the seat through APC, as stated in the APC offer notice and family account.
Five (5) business days after family acceptance of an initial lottery offer	LAB Charter deadline for the family to submit the five required enrollment items, unless immediate enrollment, delayed documentation, or deadline flexibility is required by law.
Date Verification Needed	APC post-deadline applications begin for SY 2027-28 enrollment. Post-deadline applications are processed according to APC procedures and generally are not entered into the initial lottery.
Five (5) business days after family acceptance of a waitlist offer	LAB Charter deadline for the family to submit the five required enrollment items after accepting a later waitlist offer, unless a later lawful written deadline applies or immediate enrollment, delayed documentation, or deadline flexibility is required by law.
June 30, 2028 - local confirmation needed	LAB Charter waitlist closes for SY 2027-28 enrollment unless exhausted earlier, changed by later Board action consistent with law, or superseded by applicable APC/CSO guidance.

Families accepting later waitlist offers must comply with the offer-specific APC acceptance deadline shown in the offer notice and APC account and must submit the five required enrollment items to LAB Charter within five (5) business days after accepting the offer, unless a later written deadline is provided or unless immediate enrollment, delayed documentation, disability accommodation, language access, foster-care, military-family, McKinney-Vento, immunization, or other deadline flexibility is required by law.

Annual-cycle control

APC dates are cycle-specific and must be verified annually before publication. Before each enrollment cycle, the Enrollment Lead shall verify APC application, lottery, results, offer-acceptance, post-deadline, Next Steps Instructions, current-year, future-year, and waitlist dates and publish an updated administrative schedule consistent with this Policy. SY 2026-27 is the operating/review year for the lottery process used to enroll students for SY 2027-28. Uploaded 2026-27 APC dates may be used as 2026-27 operational references only and shall not be relabeled as SY 2027-28 enrollment dates unless officially verified. The Board-adopted policy controls unless formally amended. Administrative guidance may clarify but may not contradict this Policy. No annual timeline may override immediate-enrollment, delayed-document, disability, Section 504, language-access, foster-care, military-family, McKinney-Vento, immunization, or other protected-student rights.

13. Immediate Enrollment and Protected Student Categories

Nothing in this Policy shall be interpreted or applied in a manner that delays enrollment when immediate enrollment, delayed documentation, deadline waiver, or another protection is required by law.

13.1 Home Language Survey

A student's enrollment shall not be delayed to administer or complete the Home Language Survey.

13.2 Missing Prior Records

LAB Charter shall not delay enrollment pending receipt of education records, disciplinary records, special education records, attendance records, health records, or other records from the student's previous school when the student is otherwise entitled to enroll.

13.3 Foster Care

Students in foster care shall be enrolled in accordance with applicable law and shall not be denied or delayed enrollment for lack of documents when immediate enrollment is required. LAB Charter may request verification that the child is residing with a foster parent or in a pre-adoptive or adoptive home in the form of a letter or applicable foster-care identification form from the appropriate agency, but LAB Charter shall not require a court order or agency records except as permitted by law. If a student in foster care changes schools following a best-interest determination, LAB Charter shall immediately enroll the student even if the student lacks required documentation and shall contact and collaborate with the prior school for relevant records.

13.4 Students Experiencing Homelessness

Students experiencing homelessness, including unaccompanied homeless youth, shall be enrolled immediately even if they lack records ordinarily requested for enrollment, including proof of residency, school records, birth records, immunization records, or other documentation. Families and youth experiencing homelessness are not required to prove residency. Unaccompanied homeless youth may enroll without documents and without assistance from an adult.

13.5 Children Living With a Resident Adult Other Than a Parent

When a child is living with a district resident adult who is supporting the child without personal compensation or gain, LAB Charter shall accept only the documentation permitted by law for enrollment under that arrangement. The resident adult may be required to provide either a sworn and notarized statement consistent with section 1302(a.2) of the School Code or appropriate legal documentation showing dependency or guardianship, which may include a custody order. The natural parent or former guardian of the student may not be required to provide information. Once the required information is provided, the child shall be enrolled without delay and in no case more than five (5) days after the requested information is provided, consistent with law.

13.6 Emancipated Students

An emancipated student who is otherwise entitled to enroll and who has established a domicile apart from the continued control and support of parents or guardians, or who is living with a spouse, may enroll without additional assistance from an adult.

13.7 Children of Active-Duty Military Personnel

Children of active-duty military personnel shall be enrolled in accordance with the rights and timelines provided by applicable law, including acceptance of unofficial or hand-carried educational records when legally required. A child whose parent or legal guardian is an active-duty member of the armed forces of the United States, including the reserves, and who has received official military orders to transfer into Pennsylvania, may enroll before establishing residency when the parent or guardian provides official military orders and proof of intent to move into the applicable district. Proof of residency must be provided no later than 45 days after the arrival date stated in the military orders, where applicable.

13.8 Address Confidentiality Program

Families enrolling through the Address Confidentiality Program may use the ACP address as their legal address and shall not be required to disclose additional residence information beyond what is permitted by law.

13.9 Students Experiencing Educational Instability

LAB Charter shall identify and support eligible students experiencing educational instability, including students with one or more school-entity enrollment changes during a single school year due to homelessness, dependency adjudication, delinquency adjudication disclosed at the discretion of the parent or guardian, or court-ordered services under a voluntary placement or custody agreement. LAB Charter shall provide applicable supports consistent with Act 1 of 2022 and PDE guidance.

13.10 Students Returning From Delinquency Placements

LAB Charter shall not automatically place a student returning from a delinquency placement in an alternative education program for disruptive youth solely because the student was adjudicated delinquent. Any placement in an alternative education program shall be made only in accordance with applicable law and required hearing procedures.

13.11 Resident Students and Custody Orders

LAB Charter shall not require a custody order or custody agreement as a general condition of enrollment. A custody order or agreement may be requested only where the enrolling parent relies on the order or agreement as the basis for enrollment, or where a resident adult seeks to enroll the child under section 1302(a.2)(1) of the School Code through appropriate legal documentation showing dependency or guardianship.

13.12 Twins and Higher-Order Multiple Siblings

Twins or higher-order multiple siblings shall be enrolled in the same manner as all other students. A parent or guardian of twins or higher-order multiples attending the same grade level at LAB Charter may request same-classroom or separate-classroom placement no later than ten (10) days after the beginning of the school year or ten (10) days after the students' first day of attendance if enrolled after the school year begins. LAB Charter shall provide the requested placement unless, after consultation with the appropriate administrator, the Principal determines that an alternative placement is necessary. If the Principal, in consultation with the teacher of each affected classroom, determines that the requested placement is disruptive to the classroom, the Principal may determine the appropriate placement. LAB Charter is not required to create an additional class to implement a separate-classroom request. Parents or guardians shall be provided any appeal rights required by 24 P.S. § 13-1310.1.

14. Students With Disabilities and Timely Provision of FAPE

LAB Charter shall not deny, discourage, or delay enrollment because a student has or may have a disability, has an IEP, has a Section 504 plan, is suspected of having a disability, requires related services, requires behavioral supports, requires English language development services in addition to disability-related supports, or lacks disability-related records at the time of enrollment. Enrollment shall occur first when the student is otherwise eligible or legally entitled to immediate enrollment; records review, service coordination, and any required evaluation or IEP-team process shall follow without delaying access to school.

14.1 Procedures for Enrolling Students with Disabilities

The procedures for enrolling students with disabilities at LAB Charter are designed to ensure prompt enrollment, uninterrupted access to a free appropriate public education (FAPE), and compliance with IDEA, Section 504, 22 Pa. Code Chapter 711, PDE guidance, and applicable federal and state transfer-student requirements. These procedures apply to students transferring with an Individualized Education Program (IEP), evaluation report, Section 504 plan, suspected disability, or other disability-related record from another public agency, charter school, school district, or out-of-state local educational agency.

14.2 Within-State Transfers

When a student with an IEP transfers to LAB Charter from another Pennsylvania LEA, school district, charter school, cyber charter school, or public agency during the same school year, LAB Charter shall, upon enrollment and in consultation with the parent or guardian, provide FAPE, including services comparable to those described in the student's current IEP, until LAB Charter either adopts the existing IEP or develops, adopts, and implements a new IEP consistent with IDEA and Chapter 711.

The Enrollment Lead and Special Education Lead shall coordinate promptly with the sending LEA to request and securely obtain the student's complete special education records, including the IEP, evaluation or reevaluation reports, assessments, progress reports, related-service information, behavioral plans, prior written notices or NOREPs, and other relevant documentation. Lack of immediate receipt of records shall not delay enrollment, attendance, comparable services, or the provision of required supports.

Upon receiving records, LAB Charter shall promptly review the existing IEP and available evaluations; identify required specially designed instruction, related services, supplementary aids and services, accommodations, modifications, assistive technology, behavior supports, transportation supports where applicable, and health or safety plans; and implement the provisions necessary to maintain continuity of services while any IEP-team review, adoption, revision, reevaluation, or new IEP development is completed.

14.3 Out-of-State Transfers

When a student with an IEP transfers to LAB Charter from a public agency in another state during the same school year, LAB Charter shall, upon enrollment and in consultation with the parent or guardian, provide FAPE, including services comparable to those described in the student's out-of-state IEP, until LAB Charter conducts any evaluation determined necessary and develops, adopts, and implements a new IEP that satisfies applicable federal and Pennsylvania requirements.

LAB Charter shall coordinate with the sending out-of-state LEA to obtain the student's special education records securely and promptly, including the current IEP, evaluations, assessments, progress reports, related-service information, behavioral or health plans, and other documentation needed to provide comparable services and determine whether additional evaluation is required under Pennsylvania criteria.

If additional evaluation or assessment is required to determine Pennsylvania eligibility, program needs, or the appropriate IEP, LAB Charter shall initiate the required process without delaying enrollment, attendance, or comparable services. The school

shall comply with IDEA, Section 504, Chapter 711, and applicable Pennsylvania procedures for evaluations, consent, team decision-making, IEP development, and parent participation.

14.4 Military-Connected Students With Disabilities

If an out-of-state transfer is connected to a military-related relocation, LAB Charter shall consider and apply any applicable protections under the Interstate Compact on Educational Opportunity for Military Children and related Pennsylvania implementation requirements. Military-connected students with disabilities shall receive enrollment support and comparable services consistent with the most current IEP available while LAB Charter reviews records, coordinates with the family and sending LEA, and completes any required Pennsylvania evaluation or IEP process.

14.5 FAPE, Continuity of Services, and Administrative Responsibilities

LAB Charter shall ensure that students transferring with IEPs, whether from within Pennsylvania or from another state, continue to receive FAPE without interruption. The Special Education Lead, in coordination with the Enrollment Lead, ELD Coordinator when applicable, school nurse when applicable, and the building administrator, shall document the date of enrollment, records requested and received, parent consultation, comparable services initiated, IEP adoption or revision steps, evaluation decisions, and any services or supports needed to maintain continuity.

No student with a disability shall be excluded from enrollment, delayed in attendance, placed on an informal waiting period, or denied services because LAB Charter is waiting for records from the prior LEA, determining whether to adopt or revise the IEP, evaluating eligibility under Pennsylvania criteria, arranging provider schedules, or completing administrative tasks. If records are incomplete or delayed, LAB Charter shall use available information from the family, sending LEA, prior school documents, and staff review to provide appropriate comparable services and supports while records are obtained.

These procedures are intended to facilitate smooth transitions for students with disabilities transferring into LAB Charter while upholding their educational rights and ensuring continuity of services regardless of whether the sending LEA is located within Pennsylvania or outside Pennsylvania.

15. Student Records, Attendance Records, Disciplinary Records, and District Notification

Upon enrollment, LAB Charter shall contact the student's former school to request the student's education records, including attendance records, disciplinary records, and special education records as applicable. Providing these records rests with the prior educational entity and not with the student's family. LAB Charter shall not require prior records as a precondition to enrollment and shall not delay enrollment due to lack of prior records. If the prior school is a Pennsylvania school district or charter school, the prior school is required to forward education records within ten (10) business days of the date the records are requested by another Pennsylvania school district or charter school. LAB Charter shall enroll students within five (5) business days regardless of receipt of records from the previous school, when the student is otherwise entitled to enroll. LAB Charter shall seek attendance records, including any school attendance improvement plan, from the student's former school when relevant to attendance monitoring, truancy prevention, and student support. LAB Charter shall not impose cyber-charter-only prior attendance or truancy collection requirements as a condition of enrollment because LAB Charter is a brick-and-mortar charter school. Whenever a student transfers to LAB Charter from another Pennsylvania school entity or nonpublic school, LAB Charter shall request the certified copy of the student's disciplinary record from the sending school. The sending school entity or nonpublic school has ten (10) days from receipt of the request to supply a certified copy of the disciplinary record. Failure to receive the disciplinary record shall not be used to deny or delay enrollment or school attendance. LAB Charter shall not deny or delay a child's enrollment based on the information contained in a disciplinary record or sworn statement. If a student is currently expelled for a weapons offense, LAB Charter may provide alternative education services during the period of expulsion to the extent authorized by law. If the disciplinary record or sworn statement indicates that the student was expelled from a prior school for reasons other than a weapons offense, LAB Charter may review the student's prior performance and school record to determine appropriate services and supports upon enrollment.

15.6 Notification to District of Residence

Within ten (10) days of a student's enrollment or change in residency, LAB Charter shall provide the student's school district of residence with the current PDE Brick-and-Mortar Charter School Enrollment Form or successor notice. Within ten (10) days of withdrawal or disenrollment, LAB Charter shall notify the school district of residence and shall provide records to the resident district or receiving school as required by law and current PDE charter guidance. LAB Charter shall maintain dated evidence of every notice and records transfer.

16. Data Management, Translation, Interpretation, and Accessibility

Applicant and enrollment data managed through APC or maintained by LAB Charter shall be handled in accordance with applicable student privacy laws, including FERPA and any other applicable state or federal law. LAB Charter shall use applicant and student information only for lawful school purposes and shall protect the confidentiality of education records consistent with law. Access to enrollment records shall be limited to authorized personnel with a legitimate educational or administrative need. LAB Charter shall provide reasonable language-access support and communicate enrollment requirements, deadlines, and next steps in a manner designed to help families understand and complete enrollment promptly. Where needed, LAB Charter shall provide interpretation, translation, disability-related communication support, or other accessibility assistance consistent with applicable civil-rights requirements. Enrollment communications should be clear, family-facing, and translated or interpreted when needed. Staff assisting families shall avoid jargon and shall clearly distinguish between required enrollment items, optional/requested documents, and documents that may not be requested.

17. McKinney-Vento Act and Students Experiencing Homelessness

LAB Charter shall comply with the McKinney-Vento Act, PDE's Education for Homeless Youth guidance, PDE's ECYEH procedures, and all related state and federal requirements applicable to students experiencing homelessness, including unaccompanied youth.

17.1 Immediate Enrollment

A student experiencing homelessness shall be immediately enrolled, even if the student lacks records ordinarily requested for enrollment, including proof of residency, school records, birth records, immunization records, or other documentation that is not immediately available. LAB Charter shall not delay attendance while such records are being obtained.

17.2 Proof of Residence and Contact Information

Families and youth experiencing homelessness are not required to prove residency as a condition of enrollment. LAB Charter may request contact information or another reliable means of communication, including a telephone number, email address, shelter contact, caseworker contact, liaison contact, or other practical point of contact, but lack of a fixed address shall not be treated as a barrier to enrollment.

17.3 Charter School Access for Students Experiencing Homelessness

LAB Charter shall enroll a homeless student as long as other students living in the same area would be eligible to attend the school if space is available. If LAB Charter lawfully operates a program with specific entrance requirements permitted by law, those criteria shall be applied in the same manner to a student experiencing homelessness; however, homelessness itself shall not be treated as a barrier, and enrollment deadlines that would otherwise prevent access shall be waived for students experiencing homelessness.

17.4 Waiver of Deadline Barriers

Application, acceptance, residency-document, and paperwork deadlines shall be waived or flexibly administered to the extent required by McKinney-Vento, PDE guidance, and ECYEH procedures so that timing rules do not operate as barriers to enrollment or continued attendance for students experiencing homelessness.

17.5 Liaisons and Assistance in Obtaining Records

LAB Charter shall designate and maintain a homeless liaison or otherwise fulfill all liaison duties required of charter schools under McKinney-Vento and PDE guidance. The liaison or designee shall assist families and unaccompanied youth with enrollment, school access, school selection questions, record retrieval, immunization and health-record follow-up, transportation coordination when required by law, and referral to the applicable ECYEH regional office or coordinator.

17.6 School Selection, Written Notice, and Dispute Resolution

If a dispute arises regarding homeless status, immediate enrollment, school selection, or any other right under McKinney-Vento, LAB Charter shall provide the parent, guardian, or unaccompanied youth with prompt written notice of the school's decision and the right to appeal through the applicable dispute-resolution process. The family or youth shall be referred without delay to the school's homeless liaison and the appropriate ECYEH contact to pursue dispute resolution.

17.7 Pendency During Disputes

Pending final resolution of a dispute concerning enrollment or school selection, the student shall be immediately enrolled in the school sought by the parent, guardian, or unaccompanied youth, to the extent required by applicable law and PDE dispute-resolution procedures, and shall receive services for which the student is eligible while the dispute is pending.

17.8 Non-Stigmatization and Confidentiality

LAB Charter shall implement this section in a manner that protects student dignity, avoids stigma, and preserves confidentiality consistent with law.

18. Disenrollment Protections

LAB Charter shall not disenroll a student based on residency concerns unless and until all applicable legal protections have been satisfied. Consistent with section 1302 of the School Code, as amended by Act 67 of 2024, if a determination is made that the parents, guardians, or other person having charge of a child enrolled as a resident do not reside in the applicable district, the child may not be disenrolled until one of the following occurs:

1. the child's parents, guardians, or other person having charge of the child are provided an opportunity to appeal that decision through the relevant grievance process and any appeal has been exhausted;
2. after being provided notice, the parents, guardians, or other person having charge of the child decline to participate in the appeal process;
3. the parents, guardians, or other person having charge of the child are provided information related to the educational rights of homeless students; or
4. a court enters an order directing the child to be disenrolled and enrolled in another school district. Additionally, if it is found that information contained in a sworn statement provided under 24 P.S. § 13-1302(a.2) is false, the

child may not be disenrolled until the same notice, grievance/appeal, homeless-education-rights, or court-order protections have been satisfied. Before any disenrollment action, LAB Charter shall review whether the student may be experiencing homelessness, foster-care instability, educational instability, custody-related instability, or any other protected circumstance requiring immediate enrollment, continued attendance, notice, or dispute-resolution protections.

19. Enrollment Complaints

When a dispute arises regarding the enrollment of a student, the person attempting to enroll the child or LAB Charter may bring the dispute to the attention of PDE's School Services Office. To file an enrollment complaint, a party may email, call, or mail PDE School Services using the following contact information: Field PDE Enrollment Complaint Contact Office School Services Office Division Office of Elementary and Secondary Education Agency Pennsylvania Department of Education Address 607 South Drive, Harrisburg, PA 17120 Phone 717-787-4860 Fax 717-214-4389 Email RA-PDE-SchoolService@pa.gov After receiving a complaint, a PDE representative will contact the school, family, or other involved parties to gather information and attempt to help resolve the dispute. These contacts, whenever possible, will occur within five (5) school days of receipt of the complaint.

20. Policy Administration

The Chief Executive Officer, Principal, or designee is authorized to implement this Policy, develop administrative procedures consistent with it, and issue cycle-specific family instructions that do not conflict with this Policy or applicable law. If APC updates a cycle-specific operational instruction after adoption of this Policy, LAB Charter may issue corresponding administrative guidance so long as that guidance remains consistent with law and does not contradict any fixed Board-adopted deadline contained in this Policy unless the Policy is formally amended. LAB Charter is a brick-and-mortar charter school. Cyber-charter-only requirements, including cyber charter residency verification forms and annual cyber charter residency verification timelines, shall not be imposed as LAB Charter enrollment requirements unless separately required by law. Administrators responsible for implementation shall ensure that enrollment staff receive current guidance distinguishing required documents, optional/requested documents, prohibited requests, immediate-enrollment categories, and records-request obligations. Enrollment communications, family-facing checklists, website language, intake forms, APC preference configuration, resident-district notification tracking, and staff scripts shall be reviewed for consistency with this Policy.

20.1 Assigned Administrative Responsibilities

Role	Minimum responsibility
CEO / Chief Administrator	Ensure policy adoption, resources, interdepartmental accountability, protected-category and exclusion review, and solicitor consultation.
Enrollment Lead	Administer APC/enrollment, required-document rules, HLS intake, deadlines, resident-district notices, and family-facing materials.
ELD Coordinator	Administer EL identification, placement, notices, program-model verification, PA ELDS alignment, ACCESS, refusal, reclassification, monitoring, redesignation, staff training, and student records.
Principal / Curriculum Leadership	Ensure daily all-teacher ELD, academic access, scheduling, collaboration, professional development, and program evaluation.
Special Education Lead	Coordinate disability screening, FAPE, accommodations, EL-with-disability reclassification, and immunization exclusion safeguards.
School Nurse	Verify immunization records, exemptions, provisional status, medical certificates, 30-day reviews, notices, assistance, and exclusion prerequisites.
PIMS / Data Lead	Maintain current EL/FEL/redesignation and enrollment records, resident-district transmission, validation, and reporting.
Attendance Lead	Apply lawful attendance coding, including immunization exclusions and protected student circumstances.

21. Authority and Construction

This Policy shall be interpreted consistently with the Pennsylvania Public School Code, Pennsylvania Charter School Law, Pennsylvania regulations, current PDE and DOH requirements, federal civil-rights law, ESSA, IDEA, Section 504, FERPA, McKinney-Vento, applicable foster-care and military-family protections, and current Apply Philly Charter procedures where lawfully applicable.

Statutes and regulations control over BECs, administrative guidance, local procedures, and forms. Current PDE and DOH guidance shall inform administration to the extent consistent with controlling law. If a controlling requirement changes, LAB Charter shall apply the controlling requirement and promptly initiate policy or procedure revision.

No provision shall be interpreted to delay enrollment, create an unlawful admissions screen, deny language or disability services, or permit exclusion without required safeguards. The remainder of the Policy shall remain effective if one provision is invalid or superseded.

A claim that this Policy is fully compliant or implementation-ready may be made only after completion of Appendix H, verification of LAB Charter's actual LIEP program model, reconciliation of all forms and procedures, solicitor review, and Board action.

22. References

Enrollment of Students BEC integration note. This Policy integrates the substantive requirements of the Pennsylvania Department of Education Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026. The BEC is used as a governing administrative source for enrollment procedures, required enrollment documentation, prohibited enrollment barriers, immediate-enrollment protections, records-transfer responsibilities, and enrollment-dispute procedures.

- [Pennsylvania Department of Education, Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026.](#)
- [Pennsylvania Department of Education, Student Enrollment FAQ.](#)
- [Pennsylvania Department of Education, Charter Schools BEC and current brick-and-mortar enrollment resources.](#)
- [Pennsylvania Department of Education, School Immunization Requirements BEC, 24 P.S. § 13-1303a, issued September 8, 2017; revised May 13, 2026.](#)
- [Pennsylvania Department of Health, school immunization requirements and guidance; 28 Pa. Code §§ 23.81-23.87.](#)
- [Pennsylvania Department of Education, Educating English Learners BEC, 22 Pa. Code § 4.26, issued July 1, 2001; reviewed July 1, 2017.](#)
- [Pennsylvania Department of Education, English Learner Identification Procedure - Grades K-12 and Identification of ELs page.](#)

- [Pennsylvania Department of Education, Alternate Screener Guidelines, April 2026.](#)
- [Pennsylvania Department of Education, The LIEP; program models, PA ELDS, staffing, daily ELD, and academic access.](#)
- [Pennsylvania Department of Education, Reclassification, Monitoring, and Re-designation of English Learners.](#)
- [Pennsylvania Department of Education, Parental Right to Refuse English Language Development Services.](#)
- [Pennsylvania Department of Education, Annual ELP Assessment - ACCESS and Alternate ACCESS.](#)
- [Pennsylvania Department of Education, Communication with Families: Interpreters, Translators, and Liaisons.](#)
- [22 Pa. Code Chapters 4, 11, 14, 16, 711, and 721, as applicable.](#)
- [24 P.S. §§ 13-1301-1306, §§ 13-1303a, 13-1304-A, 13-1310.1, 13-1317.2, 13-1318.1, 13-1331.1, 14-1417, 17-1723-A, and other applicable School Code provisions.](#)
- [Title VI of the Civil Rights Act of 1964; Equal Educational Opportunities Act; ESSA; IDEA; Section 504; FERPA; and McKinney-Vento, as applicable.](#)
- [Apply Philly Charter annual family timeline and procedures.](#)

- 34 C.F.R. § 300.323(e)-(g), transfer students with IEPs, comparable services, and transmittal of records.
- 22 Pa. Code § 711.41, IEP responsibilities when a child with an IEP transfers to a charter school or cyber charter school.
- Interstate Compact on Educational Opportunity for Military Children, as applicable to military-connected students, including students with disabilities.

Appendix A — Enrollment Documentation Quick Reference

Category	Items / rule	Administrative note
Required before ordinary enrollment/attendance	Proof of age; immunization documentation; proof of residency; Parent Registration Statement; Home Language Survey.	Apply protected-category and delayed-document exceptions.
May be requested but not required	Picture ID; health/mental-health history; physical/dental records; academic, attendance, IEP, evaluation, 504, support, and registration records.	Cannot delay enrollment, attendance, or create absence.
May not be requested for enrollment/residency	SSN/card; visa; immigration status; reason for placement; agency/dependency records except narrow lawful circumstances; ACP legal address.	Review every paper and online form.
Prior-school responsibility	Education, attendance, disciplinary, and disability records.	LAB requests; family does not have to produce as a precondition.
Immediate enrollment	Homeless/unaccompanied youth, qualifying foster-care changes, and other protected students.	Enroll first; pursue records and supports after enrollment.

Appendix B — English Learner Identification Workflow

Step	Required action
1	Administer current HLS at first-time school enrollment; do not delay enrollment.
2	If any response identifies another language, trained personnel conduct the family interview with interpretation; ESL professional reviews.
3	Determine whether exposure/use is significant and tied to national origin; preserve original HLS.
4	Coordinate immediately with SPED if the student has or may have a disability.
5	Review available records, including prior ACCESS under current PDE rules; lack of records does not delay enrollment.
6	If screening is required, administer the current grade-appropriate approved screener with lawful accommodations.
7	Apply current PDE cutoffs; if incomplete because of disability, apply domain/evidence rules.
8	Determine EL and, where applicable, SLIFE status; select appropriate placement.
9	Provide detailed preferred-language notice and refusal rights; parent permission was not required to screen.
10	Schedule services, enter SIS/PIMS status, notify teachers, and file evidence.
Deadline	Complete within 30 calendar days from school start for pre-start enrollees or 14 calendar days from enrollment for in-year enrollees.

Appendix C — EL Screening and Placement Quick Reference

Grade / student	Instrument	Current June 2026 criterion
Kindergarten — first semester	K MODEL or K Screener	Assess oral language; oral-language composite below 5.0 identifies EL.
Kindergarten — second semester	K MODEL or K Screener	Assess all four domains; oral-language proficiency below 5.0 OR literacy composite below 4.0 identifies EL.
Grade 1 — first semester using kindergarten instrument	K MODEL or K Screener	Assess all four domains; overall composite below 5.0 identifies EL.
Grades 1-12	WIDA Screener or WIDA MODEL Screener	Overall composite below 5.0 identifies EL.
Eligible K-12 student with most significant cognitive disability	WIDA Alternate Screener	Overall composite below 4.0 identifies EL; apply April 2026 guidance.

Appendix D — Reclassification and Monitoring Quick Reference

Control	Requirement
Standard eligibility floor	ACCESS overall composite must be at least 4.5; no exception under the standard pathway.
ACCESS 4.5-4.8	At least 7.0 combined language-use-inventory points.
ACCESS 4.9-5.2	At least 6.0 combined inventory points.
ACCESS above 5.2	At least 5.0 combined inventory points.
Inventories	Two; ESL teacher when possible plus content teacher/team; current PDE exceptions only.
Window	ACCESS publication through October 1; no local/PIMS changes during the prohibited period.
Compelling evidence	Narrow documented basis may retain EL status after the numerical threshold; retain with complete record.
EL with IEP taking ACCESS	Apply current four-year LIEP, growth, support, team, evidence, questions, and calculation-tool process.
Alternate ACCESS	At least 4 overall, adequate systematic language supports, and IEP-team recommendation with ESL input.
FEL years 1-2	Active core-course monitoring and teacher feedback.
FEL years 3-4	PIMS reporting; same active monitoring not required by current state procedure.
Redesignation	Document persistent language-acquisition cause, restore active EL/LIEP status, notify/report, and restart monitoring after later reclassification.

Appendix E — Immunization Admission and Exception Matrix

Status	Enrollment / attendance result	Required control
Complete required series	Admit/attend	Maintain record.
Valid medical, religious, or qualifying moral/ethical exemption	Admit/attend	Maintain exemption documentation.
Incomplete multiple-dose series; all single-dose vaccines received	Provisional attendance if medically appropriate schedule is met	Next dose by fifth school day when medically appropriate; otherwise medical certificate schedule; review at least every 30 days.
Homeless student without record	Immediate enrollment/attendance	No immunization documentation or exemption required at entry; coordinate support without delay.
Foster-care student without record	Immediate enrollment; 30 days	Obtain records or exemption; track without delaying enrollment.
Student transferring/moving into Pennsylvania without record	Enroll; 30 days	Obtain record, medical certificate, or exemption.
Secretary of Health temporary waiver	Apply waiver	Document scope and duration.
Missed certificate/provisional deadline	Potential exclusion only after safeguards	Verify record and protected status; notice/assistance; disability and solicitor review as appropriate; unexcused absence and no subsidy during exclusion.

Appendix F — Compliance Crosswalk

Authority / control	Policy location	Status
May 1, 2026 Enrollment BEC	Sections 1-20; Appendix A	Integrated.
May 13, 2026 Immunization BEC revision	7.2; Appendix E	Integrated.
22 Pa. Code § 4.26 / EL BEC	7.6	Integrated.
Six PDE LIEP categories	7.6.6	Integrated; LAB model identified in Section 7.6.6 as EL-Specific English Only Instruction (PDE category: EL Specific English Only Instruction).
PA ELDS / daily ELD / all teachers	7.6.7	Integrated.
HLS, interview, records, screener, thresholds, 30/14 days	7.5-7.6.4; Appendices B-C	Integrated.
Notice, refusal, annual ACCESS	7.6.5	Integrated.

Authority / control	Policy location	Status
Reclassification matrix and inventories	7.6.8; Appendix D	Integrated.
ELs with disabilities and Alternate ACCESS	7.6.9	Integrated.
Two active + two reporting years; redesignation	7.6.10; Appendix D	Integrated.
10-day resident-district notice	15.6	Corrected.
Implementation and annual review	20; Appendices G-H	Integrated.
IDEA / Chapter 711 transfer-student IEP procedures	Section 14; References	Integrated; within-state, out-of-state, comparable-services, records-transfer, and military-connected transfer language added.
Full Enrollment of Students BEC integration	Sections 1-21; Appendices A, F, G, H, and L	Integrated; Appendix L maps each BEC topic to the policy and identifies cyber-charter-only items as not applicable to LAB Charter.

Appendix G — Administrative Implementation Checklist

Area	Completion standard
Enrollment packet/forms	Required/optional/prohibited fields reconciled; protected categories and language access included.
Website/APC materials	Current annual schedule and policy posted; no extra conditions.
HLS/interview workflow	Current HLS, translated forms, trained interviewers, interpreter and ESL review.
Screening protocol	Current instruments, cutoffs, licenses, accommodations, Alternate Screener, no KW-APT.
EL notices/refusal	Preferred-language notices, program description, waiver, ACCESS, reinstatement.
Program model	LAB category identified as EL-Specific English Only Instruction; verify annually against schedule, staffing, grouping, and supports.
PA ELDS/curriculum	Planned ELD curriculum, all-teacher supports, PD, collaboration, program review.
ACCESS	All active ELs, refusals, transfer and off-site rules reconciled.
Reclassification	Current forms, matrix, window, disability tools, permanent records.
FEL monitoring/PIMS	Two-year active forms, years 3-4 reporting, redesignation procedure.
Immunization	Provisional tracker, certificates, 30-day reviews, protected categories, exclusion controls.
Resident-district notice	Current form sent within 10 days; records transfer documented.
Training	Enrollment, ELD, SPED, nurse, attendance, data, principals, and teachers trained.
Solicitor review	Policy and high-risk procedures reviewed before Board adoption/implementation.
Disability-transfer intake	Within-state and out-of-state transfer procedures, comparable services, parent consultation, records request, military-connected protections, and IEP review responsibilities confirmed.
BEC enrollment integration	Confirm that enrollment packet, website language, forms, staff scripts, APC materials, and records-transfer procedures remain aligned with the May 1, 2026 Enrollment of Students BEC and Appendix L crosswalk.

Appendix H — Annual Legal and PDE Review Checklist

Annual control	Owner	Evidence / completion
Current Enrollment BEC issue date and content verified	Enrollment Lead	Date/source/initials
Current Charter Schools BEC and district-notice timeline verified	Data/Enrollment	Date/source/initials
Current immunization BEC, DOH rules, and forms verified	Nurse	Date/source/initials
Current EL BEC and 22 Pa. Code § 4.26 verified	ELD Coordinator	Date/source/initials

Annual control	Owner	Evidence / completion
Current identification procedure, screeners, cutoffs, and Alternate Screener verified	ELD/SPED	Date/source/initials
Actual LAB LIEP model verified against operations	CEO/ELD	EL-Specific English Only Instruction model identified; retain model memo, schedule/staffing evidence, and annual review date.
PA ELDS curriculum/staffing/schedule/program evaluation reviewed	ELD/Curriculum/Principal	Review report
ACCESS/refusal requirements and annual roster procedure verified	Assessment/ELD	Procedure date
Reclassification matrix, inventories, tools, window, and disability criteria verified	ELD/SPED	Source date
FEL monitoring, redesignation, and PIMS statuses verified	ELD/Data	Procedure date
Enrollment packet, website, scripts, forms, and notices reconciled	Enrollment/Compliance	Audit date
APC dates and offer procedures verified	Enrollment Lead	Annual schedule
Staff training completed	CEO/Leads	Roster/materials
Solicitor review completed for material legal changes	CEO/Solicitor	Written confirmation
Board action and public posting completed	Board Secretary	Resolution/posting date
Current Enrollment of Students BEC crosswalk verified	Enrollment Lead / Compliance Lead	Date/source/initials; confirm Appendix L and related forms are current before each enrollment cycle.

Appendix I — SY 2026-27 / SY 2027-28 Timeline Compliance Crosswalk

This crosswalk documents how the SY 2026-27 operating/review-year clarification and SY 2027-28 enrollment-year timeline update remediate lottery/waitlist response-time deficiencies while preserving existing enrollment, immediate-enrollment, and EL/ESOL protections.

Compliance Item	Where Addressed in Revised Policy	Result	Notes / Verification Needed
Date of Policy	Cover table; Section 1; Section 12	Meets with verification note	Policy updated to distinguish SY 2026-27 as the operating/review year and SY 2027-28 as the enrollment year; unresolved APC dates remain flagged.
APC application process	Section 4	Meets	States LAB uses APC and that the policy is used during SY 2026-27 for SY 2027-28 enrollment; adds controls for 2026-27 APC date classification.
Application deadline	Pre-Edit Date Verification Table; Section 4; Section 12	Meets with APC verification needed	SY 2027-28 application deadline is not filled from 2026-27 APC dates. Date Verification Needed remains until official APC confirmation.
Lottery process	Section 5; Section 12	Meets	Random APC lottery retained when eligible applications exceed seats, subject only to lawful preferences.
Lottery/results notification window	Section 5; Section 12	Meets with date verification	Results timing remains subject to verified APC schedule for SY 2027-28 enrollment; 2/6/2026 is retained only as a 2026-27 APC timeline reference.
Initial lottery offer response deadline	Section 10.1; Section 12	Meets with date verification	Family must accept by APC offer notice / APC account deadline; calendar date requires APC verification for SY 2027-28 enrollment.
Waitlist offer response deadline	Section 10.4; Section 11; Section 12	Meets	Offer-specific APC acceptance deadline controls.
Five-business-day required-documentation deadline	Section 10.2; Section 10.5; Section 12	Meets	Initial lottery and waitlist families must submit required enrollment items within five business days after acceptance, subject to legal exceptions.
Five required enrollment documents	Section 7; Section 10.2; Section 10.5; Appendix A	Meets	Proof of age, immunization documentation/exception, proof of residency unless exempt, Parent Registration Statement, HLS.
No optional-document barrier	Sections 7, 8, 10.6, 10.7, 13, 15	Meets	Prior records, IEP/504 documents, health forms, photo releases, internet-use forms, and other optional items cannot delay enrollment.
No application bias / no discriminatory screen	Section 3; Section 5	Meets	Retains broad nondiscrimination and no-barrier language.
Random lottery	Section 5	Meets	Directly states random lottery through APC if applications exceed seats.

Waitlist administration	Section 11	Meets	Order established through APC and lawful preferences; June 30, 2028 close date remains subject to local/APC/CSO confirmation.
Immediate-enrollment protections	Sections 10.6, 10.7, 13, 17	Meets	Deadlines may not override McKinney-Vento, foster-care, military-family, disability, language-access, immunization, or other protections.
EL identification 30/14 timeline	Section 7.6.4; Appendix B	Meets	Retained unchanged.
LIEP program model	Section 7.6.6	Meets	LAB Charter's model is identified as EL-Specific English Only Instruction (PDE category: EL Specific English Only Instruction); retain annual documentation supporting implementation.
PA ELDS	Section 7.6.7	Meets	Requires PA ELDS use by all teachers of ELs for planning instruction and assessment.
Reclassification	Section 7.6.8; Appendix D	Meets	Retains ACCESS and language-use inventory matrix.
Monitoring	Section 7.6.10; Appendix D	Meets	Retains two active monitoring years plus two additional reporting years.
Redesignation	Section 7.6.10; Appendix D	Meets	Retains redesignation rule for persistent language-acquisition needs.
Students with disabilities / transfer students with IEPs	Section 14; References	Meets with continued implementation monitoring	Clarifies within-state and out-of-state transfer procedures, comparable services, records coordination, military-connected students, and continuity of FAPE.

Reviewer Source Notes

Source Category	Source Used	Relevance
LAB Policy Source	Uploaded LAB_Enrollment_of_Students_Policy_Proposed_Compliant_Revision_June_2026.docx	Primary document revised.
APC 2027-28 Timeline	User-provided uploaded/prompt excerpt	Verified January 15 deadline and Monday-after-lottery results rule; other dates require APC verification.
APC Public Website	applyphillycharter.org	At drafting, public site still displayed 2026-27 dates, so it was not used to invent 2027-28 dates.
PDE Enrollment BEC	Enrollment of Students, 24 P.S. §§ 13-1301-1306, May 1, 2026	Used for written policy, required documents, language access, and enrollment timing framework.
Charter School Law	24 P.S. § 17-1723-A	Used for random lottery and nondiscrimination requirements.
PDE EL/Reclassification Guidance	PDE Educating English Learners and reclassification pages	Used to preserve EL/ESOL provisions already in policy.

Appendix J — APC Date Classification and Policy-Use Table

This internal table classifies uploaded APC dates so they are used only in the correct policy context. Dates labeled for the 2026-27 APC cycle are not treated as SY 2027-28 enrollment dates unless official APC materials confirm that use.

Date / Event	Uploaded Date	Source Label	Applies To	Insert in Policy?	Policy Location	Notes
Applications opened for 2026-27 school year	September 19, 2025	Uploaded 2026-27 APC timeline date	2026-27 APC timeline / 2026-27 school-year applications	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not relabel as SY 2027-28 opening date.
Lottery application deadline	January 20, 2026 (Tuesday)	Uploaded 2026-27 APC timeline date	2026-27 APC lottery application deadline	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 application deadline.
Application pause period	January 21-February 22, 2026	Uploaded 2026-27 APC timeline date	2026-27 APC operational pause period	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 pause period.
Next Steps Instructions, Grade Capacities, and Priority Verifications due	January 30, 2026	Uploaded 2026-27 APC operations deadline	2026-27 APC school-user operational requirement	Yes, as APC operations reference	Section 4.1 and Appendix J	Next Steps Instructions must remain evergreen and should not include fixed dates if used for both current-year and future-year offers.
Lottery Day	February 4, 2026	Uploaded 2026-27 APC timeline date / APC Lottery Day materials	2026-27 APC lottery	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 lottery date.
Lottery Notification Day	February 6, 2026	Uploaded 2026-27 APC timeline date	2026-27 APC results release / notification day	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 results-release date.
Deadline to accept lottery offers	February 20, 2026	Uploaded 2026-27 APC timeline date	2026-27 APC initial offer acceptance deadline	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 offer deadline.
Post-deadline application period begins	February 23, 2026	Uploaded 2026-27 APC timeline date	2026-27 APC post-deadline period	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not use as SY 2027-28 post-deadline start date.
Current-year applications open	July 1, 2026	Uploaded 2026-27 APC timeline date	Current 2026-27 school-year applications	Yes, as a 2026-27 APC reference only	Appendix J / internal verification note	Do not relabel as SY 2027-28 current-year application opening.
SY 2027-28 application deadline	Date Verification Needed	Not verified in current uploaded 2026-27 APC materials	SY 2027-28 enrollment process conducted during SY 2026-27	Yes, as a placeholder only	Section 12	Insert only after official APC confirmation.
SY 2027-28 lottery date	Date Verification Needed	Not verified in current uploaded 2026-27 APC materials	SY 2027-28 enrollment process conducted during SY 2026-27	Yes, as a placeholder only	Section 12	Insert only after official APC confirmation.
SY 2027-28 results release date	Monday following lottery day - exact date requires APC verification	Timing concept only; exact date not verified	SY 2027-28 enrollment process	Yes, as a placeholder/timing rule only	Section 12	Do not use 2/6/2026 unless APC confirms it

			conducted during SY 2026-27			for SY 2027-28 enrollment.
SY 2027-28 initial offer acceptance deadline	Date Verification Needed	Not verified in current uploaded 2026-27 APC materials	SY 2027-28 enrollment process conducted during SY 2026-27	Yes, as a placeholder only	Section 12	Offer notice and APC account deadline control until verified.

Appendix K — Update Verification and Consistency Check

Policy Area	Updated Language / Location	Result	Notes
Cover page / policy field table	Cover subtitle and Policy field table	Updated	Clarifies SY 2026-27 as operating/review year and SY 2027-28 as enrollment year.
Section 1 applicability language	Section 1, Purpose, Applicability, and Governing Principles	Updated	Required sentence inserted; terminology defined.
APC application process	Section 4	Updated	Families seeking SY 2027-28 enrollment apply through APC; 2026-27 APC dates treated only as 2026-27 references.
APC Next Steps Instructions	Section 4.1	Added	Evergreen instructions for Ineligible, Seat Offer, and Waitlisted dispositions; no fixed dates in portal instructions.
Randomized lottery process	Section 5	Preserved and clarified	Random lottery through APC when eligible SY 2027-28 applications exceed seats; lawful preferences only.
Offer response deadlines	Section 10.1 through 10.7	Preserved and clarified	Families accept by APC offer notice/account deadline; five-business-day required-document submission retained.
Waitlist administration	Section 11	Preserved and clarified	APC waitlist order and offer-specific deadlines retained; waitlist close date subject to confirmation.
Section 12 timeline title	Section 12	Updated	Retitled to “Enrollment Timeline for SY 2027-28 Enrollment — Lottery Conducted During SY 2026-27.”
Date-verification placeholders	Section 12 and Appendix J	Retained	SY 2027-28 dates not verified in current 2026-27 APC materials remain marked Date Verification Needed.
APC date classification table	Appendix J	Added	Uploaded 2026-27 APC dates classified and prevented from being relabeled as SY 2027-28 dates.
Compliance crosswalk	Appendix I	Updated	Reflects operating/review-year and enrollment-year distinction.
Annual APC verification process	Annual-cycle control; Appendix H	Updated	Requires annual verification of APC application, lottery, results, offer, post-deadline, Next Steps, and waitlist dates.

Consistency Check Result: Completed before final generation. Ambiguous phrases were either replaced with explicit SY 2026-27 operating/review-year or SY 2027-28 enrollment-year wording, or intentionally retained only with a clear definition. Count summary after final edits: 2027–28 cycle: 0; 2027-28 cycle: 0; 2026–27 cycle: 0; 2026-27 cycle: 1; this cycle: 0; next year: 0; current year: 0;

current-year: 5. Intentional retained usages include “2026-27 APC cycle” for uploaded APC reference dates and “current-year/future-year offers” in the evergreen APC Next Steps Instructions subsection.

Appendix L — Enrollment of Students BEC Integration Crosswalk

Purpose. This appendix documents how the substantive requirements of the Pennsylvania Department of Education Enrollment of Students BEC, 24 P.S. §§ 13-1301-1306, issued May 1, 2026, are integrated into LAB Charter’s Enrollment Policy. It is intended as an administrative verification tool for CSO/Epicenter submission, solicitor review, Board consideration, annual staff training, and public-facing enrollment-material reconciliation.

Reviewer note Items labeled “Not Applicable to LAB Charter — Cyber Charter Only” should not be converted into LAB Charter requirements unless a later controlling law or PDE directive expressly applies them to brick-and-mortar charter schools.					
BEC Topic	BEC Requirement / Protection	Policy Section Where Addressed	Status	Recommended Administrative Control	Notes
Written enrollment policy / public record	Each school district and charter school must adopt a written student admission and enrollment policy as a public record.	Section 1; Cover; Appendix H	Fully Integrated	Maintain Board-adopted policy and public posting evidence.	Effective only after solicitor review and Board action.
Website publication	Schools should publish enrollment policies and procedures on publicly accessible websites.	Section 1; Section 20; Appendix G; Appendix H	Clarified in This Revision	Track posting date, URL, and version-control evidence.	Website materials must match policy and avoid extra conditions.
Translation and interpretation	Families with limited English proficiency must receive translation and interpretation support needed to understand enrollment and enroll promptly.	Section 3; Section 16; Appendix G	Already Addressed	Train enrollment staff and maintain interpreter/translation access process.	Also supports Title VI and EEOA obligations.
School-age eligibility	Children are school age from admission to the public-school program until graduation or the end of the term in which they turn 21; IDEA-eligible students may remain until age 22.	Section 2	Already Addressed	Verify age/grade rules annually against charter and PDE guidance.	Kindergarten age remains a local Board/charter control.
Entitlement to education	Resident and eligible nonresident school-age students are entitled to public-school enrollment when required documentation is provided, subject to protected exceptions.	Section 2; Section 7; Section 13	Fully Integrated	Apply immediate-enrollment exceptions before ordinary document rules.	Charter availability and lottery rules still apply where seats are limited.
Enrollment timing	A child normally attends next school day after presentation and in all cases within five business days once required documentation is provided.	Section 7; Section 10.2; Section 10.5; Section 13	Fully Integrated	Use enrollment tracker to document presentation date, required item receipt, and attendance date.	Does not weaken stronger immediate-enrollment protections.
Proof of age	BEC lists acceptable proof of age and requires flexibility based on circumstances.	Section 7.1; Appendix A	Already Addressed	Accept non-exhaustive reliable proof; avoid single-document barriers.	Birth certificate is not the only acceptable proof.
Immunization documentation	Accept immunization record, written statement from former school/medical office, or verbal assurance with records to follow; apply exemptions and protected exceptions.	Section 7.2; Appendix E	Fully Integrated	Nurse maintains provisional/immunization tracker and exemption files.	Cross-check with School Immunization Requirements BEC annually.
Proof of residency	Accept listed documentation; brick-and-mortar charters may request more than one form when reasonable, but additional confirmation should not delay enrollment.	Section 7.3; Appendix A	Already Addressed	Residency review must be reasonable and circumstance-sensitive.	Homeless students are exempt from proof-of-residency requirements.
Parent Registration Statement	Parent/guardian must submit sworn statement regarding specified disciplinary/expulsion matters, but enrollment may not be denied or delayed based on the statement.	Section 7.4; Section 15; Appendix A	Already Addressed	Use current PDE/School Code statement form and review for supports only.	Alternative education may be considered only where law permits.
Home Language Survey	All first-time enrolling students must receive the HLS; enrollment may not be delayed to administer it.	Section 7.5; Section 13.1; Appendix B	Fully Integrated	Retain HLS and trigger EL process when a language other than English is identified.	Do not use HLS as an admissions screen.
Cyber charter attendance/truancy record requirement	BEC imposes special attendance/truancy requirements for cyber charter enrollment only.	Section 15; Section 20; Appendix L	Not Applicable to LAB Charter — Cyber Charter Only	Do not impose cyber-charter-only prior attendance/truancy collection as a condition of LAB enrollment.	LAB is a brick-and-mortar charter school.
Documents may be requested but not required	Picture ID, health/mental-health history, physical/dental records, academic records, attendance records, IEP/special education records, registration forms, and other records may not be required as conditions of enrollment.	Section 8; Section 10.6; Section 15; Appendix A	Fully Integrated	Audit forms and staff scripts to remove any “required” label from optional documents.	Optional documents may support services after enrollment.

Registration form	Brick-and-mortar schools may ask for a registration form, but failure to complete it cannot be made a condition of enrollment.	Section 8; Appendix A	Clarified in This Revision	Ensure local registration form does not request prohibited information or create barriers.	Registration form is administrative, not an enrollment gate.
Education records	Receiving school requests records from prior school; family cannot be required to produce them; enrollment cannot be delayed for lack of prior records.	Section 13.2; Section 15; Appendix A	Fully Integrated	Send records request upon enrollment and track ten-business-day response where applicable.	Former Pennsylvania schools must forward records within ten business days.
Disciplinary records	Receiving school requests certified disciplinary record; failure to receive it cannot deny or delay enrollment.	Section 7.4; Section 15	Already Addressed	Use records to determine supports, not to block enrollment.	Alternative education only where law authorizes.
Prohibited requests	Schools may not request or require SSN, placement reason, visa, immigration status, agency records, court/dependency records except limited circumstances, or ACP legal address.	Section 9; Appendix A	Fully Integrated	Audit paper and electronic forms annually for prohibited fields.	Do not request Social Security card.
Immigration-status protection	Child's right to school may not be conditioned on immigration status; schools may not inquire into immigration status during admissions.	Section 3; Section 9	Already Addressed	Remove immigration-status fields from forms and scripts.	Consistent with Plyler-related guidance.
Address Confidentiality Program	ACP address is legal address; additional residence information may not be required except as permitted.	Section 9; Section 13.8; Appendix A	Already Addressed	Train staff to recognize ACP card and protect confidentiality.	Do not request actual address.
Cyber charter enrollment / residency form	Cyber charter enrollment and residency verification form is required for cyber charters, including recurring March 1 and November 1 processes.	Section 20; Appendix L	Not Applicable to LAB Charter — Cyber Charter Only	Do not impose cyber charter forms or recurring cyber verification deadlines on LAB families.	Keep in crosswalk for reviewer clarity.
Emancipated students	An emancipated student may enroll without additional adult assistance.	Section 13.6	Already Addressed	Provide staff guidance for self-enrollment and documentation support.	Apply no-barrier standard.
Foster students	Foster students receive immediate enrollment when required; school may request foster verification but not a court order or agency records.	Section 13.3; Appendix A	Fully Integrated	Coordinate with agency/school of origin and document BID-related placement changes.	Do not delay for missing records.
Students experiencing homelessness	Homeless students and unaccompanied youth are entitled to immediate enrollment without documents and without proof of residency.	Section 13.4; Section 17; Appendix A	Fully Integrated	Homeless liaison assists with enrollment, records, dispute resolution, and services.	Deadlines must be waived/flexibly applied when required.
Unaccompanied homeless youth	Unaccompanied homeless youth may enroll without documents and without adult assistance.	Section 13.4; Section 17.1	Already Addressed	Train front-office/enrollment staff to enroll first and refer to liaison.	Maintain confidential, non-stigmatizing process.
Pre-adoptive and adoptive students	Children living with pre-adoptive or adoptive parents are entitled to attend school in the district where those parents reside under the BEC framework.	Section 13.3; Section 13.5; Appendix L	Clarified in This Revision	Confirm local intake scripts treat pre-adoptive/adoptive placements consistently with foster/residency guidance.	May require solicitor review for edge cases.
Students returning from delinquency placements	Students returning from delinquency placements may not be automatically placed in alternative education solely due to delinquency adjudication.	Section 13.10; Section 15	Already Addressed	Use individualized placement/support review and hearing process where required.	Do not create admission barrier.
Custody orders and custody agreements	Custody order may be required only when parent relies on order/agreement as enrollment basis or resident adult uses legal documentation to show dependency/guardianship.	Section 13.11; Section 13.5	Already Addressed	Do not require custody orders as a general enrollment condition.	Review forms for overbroad custody-document language.
Military personnel children	Military-connected children have enrollment protections, including pre-residency enrollment with orders and proof of intent, and 45-day residency proof timeline.	Section 13.7; Section 14.4	Fully Integrated	Accept official military orders and proof of intent; track 45-day follow-up where applicable.	Includes military-connected students with disabilities.
Students experiencing educational instability	Schools must identify eligible students experiencing educational instability and provide applicable supports.	Section 13.9; Appendix G	Already Addressed	Include Act 1 identification and supports in intake workflow.	Coordinate with counseling/data staff.
Students living in institutions	Host districts provide education to nonresident students living in institutions under section 1306;	Section 2; Section 13; Appendix L	Clarified in This Revision	Escalate institutional-placement questions for administrative/solicitor review.	May require local applicability review for charter context.

	enrollment follows resident-student requirements where applicable.				
Resident adult supporting child gratis	Resident adult may enroll child with one of the permitted affidavits/legal documents; natural parent/former guardian may not be required to provide information.	Section 13.5	Fully Integrated	Use Section 1302 statement/legal-document process only as permitted; enroll within statutory timeline.	Receipt of public benefits/support is not personal compensation.
Twins and higher-order multiple siblings	Parents may request same-classroom or separate-classroom placement within statutory deadlines, subject to listed limitations and appeal rights.	Section 13.12	Already Addressed	Retain classroom-placement request process and appeal rights.	This is not an admissions preference.
Disenrollment protections	Act 67 of 2024 amended section 1302 protections before disenrollment based on residency or false sworn statement.	Section 18	Fully Integrated	Provide appeal opportunity, homeless-rights information, or court-order process before disenrollment.	Solicitor review recommended before disenrollment action.
Enrollment complaints	Enrollment disputes may be brought to PDE School Services; PDE contacts parties when possible within five school days.	Section 19	Already Addressed	Maintain PDE contact information in policy and family materials.	Confirm PDE contact details annually.
Enrollment BEC resources and related BECs	BEC references related forms, FAQs, related BECs, School Code sections, state regulations, and federal statutes.	Section 22; Appendix H; Appendix L	Clarified in This Revision	Annual review should confirm linked forms and related BECs are current.	Do not overburden public policy with raw resource list; maintain internal references.

BEC Integration Quality-Control Checks

Quality-Control Area	Result	Status
Required-document check	Policy limits ordinary enrollment requirements to proof of age, immunization documentation/exception, proof of residency unless exempt, Parent Registration Statement, and Home Language Survey.	Confirmed
Optional-document check	Policy states that picture identification, health/mental-health history, physical/dental records, academic records, attendance records, IEP/504 records, registration forms, and similar items may be requested but not required.	Confirmed
Prohibited-request check	Policy prohibits SSN/card, visa, immigration status, placement reason, agency records, overbroad dependency/court records, and ACP legal address.	Confirmed
Immediate-enrollment check	Policy protects students experiencing homelessness, unaccompanied youth, foster-care students, military-connected students, students with disabilities, students experiencing educational instability, students with protected immunization/document circumstances, and students lacking prior school records.	Confirmed
Cyber-charter check	Policy does not impose cyber-charter-only enrollment, residency verification, or attendance/truancy transfer requirements on LAB Charter.	Confirmed
Date check	BEC integration does not disturb SY 2026-27 / SY 2027-28 framing, APC date-verification placeholders, offer-response deadlines, or the five-business-day required-documentation rule.	Confirmed

Appendix M — Full Text of PDE Enrollment of Students BEC (Reformatted Source Appendix)

Formatting note: The following source appendix contains the full uploaded Enrollment of Students BEC text reformatted to match the LAB Enrollment Policy style. The text is included as a source appendix for reference and should be checked against the official PDE webpage before final Board adoption or publication.

Source	Pennsylvania Department of Education Basic Education Circular
Title	Enrollment of Students
Authority	24 P.S. §13-1301 - §13-1306
Date of Issue	May 1, 2026
Use in Policy	Reference appendix; substantive requirements integrated in policy body and Appendix L crosswalk.

Basic Education Circulars (BECs)

Enrollment of Students

24 P.S. §13-1301 - §13-1306

Date of Issue: May 1, 2026 (revised - formerly BEC 24 P.S. §13-1301, issued November 1, 2024, and BEC 24 P.S. §13-1302, issued July 1, 2002)

Purpose

This Basic Education Circular (BEC) provides guidance regarding public school enrollment procedures for School Age Students. It reflects current requirements of the Pennsylvania Public School Code (School Code) and 22 Pa. Code Chapter 11 (relating to student attendance). These public-school enrollment procedures, consistent with law, exist to ensure that public schools promptly enroll students who are residents or who are eligible non-residents.

Each school district and charter school must adopt a written policy on student admission and enrollment, which shall be a public record (22 Pa Code § 11.41). School districts and charter schools should publish enrollment policies and procedures on their publicly accessible websites.

Children and families with limited English proficiency must be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the student in school promptly per the Civil Rights Act of 1964, Title VI, 42 U.S.C. § 2000d et seq. and the Equal Education Opportunity Act, 20 U.S.C. § 1703.

School Age Students

Children are considered school age from the time they are admitted to the public school educational program until graduation from high school or the end of the school term in which they turn 21, whichever occurs first. Children with disabilities eligible under the Individuals with Disabilities Education Act (IDEA) may remain enrolled in their resident school district or a charter school until their 22nd birthday.

The local school board has the right and responsibility to establish the age at which a child can begin the kindergarten program. Once the age requirement is established, districts cannot refuse admission to a child who meets the age requirement. See Admission to Kindergarten and Beginners BEC.

During the time a child is of school age, the child is entitled to attend the public schools of the resident school district or a charter school, or to attend other school districts as an eligible nonresident.

Non-special education students who turn 21 during the school term are entitled to finish that school term. If a student is under the age of 21 and has a high school equivalency credential (e.g., a Commonwealth Secondary School Diploma), the student may enroll in school and work toward a diploma. For subsidy purposes, students who reach age 21 after the school term begins are eligible to be counted for the entire school term.

Entitlement to 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 discussed throughout this BEC apply equally to:

- resident students residing with their parent(s)/guardian(s);
- emancipated minors residing in the district;
- non-resident students living with a district resident who is supporting the child gratis and seeking enrollment under section 1302(a.2) of the School Code;
- nonresident students living in a facility or institution; and
- 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 resident and eligible non-resident children and permit them to attend school. A child shall normally 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. However, enrollment is conditioned upon the receipt of the school district's or charter school's receipt of the required enrollment documentation (22 Pa. Code § 11.11(b)).

Required Enrollment Documentation

Whenever a child of school age is presented to a school district or charter school for enrollment by:

- a parent(s) or guardian(s),

- school district resident, or
- any other person having charge or care of the child,

the school district or charter school shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the Child's Age Any one of the following constitutes acceptable documentation:

- birth certificate;
- notarized copy of birth certificate;
- baptismal certificate;
- copy of the record of baptism (notarized or duly certified and showing the date of birth);
- notarized statement from the parents or another relative indicating the date of birth;
- a valid passport;
- a prior school record indicating the date of birth.

This list is non-exhaustive; schools should be flexible in consideration of the child's circumstances.

2. Immunizations Required by Law

The Pennsylvania Department of Health (DOH) promulgates immunization regulations (28 Pa. Code §§ 23.81-87) that require parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. The regulations, which implement section 1303a of the School Code, apply to kindergarten, elementary, and secondary students enrolled in a public school, private school, other nonpublic school, and home education. While recommendations on immunization requirements may be made at the federal level, the authority to establish immunization requirements for school enrollment remains with DOH.

Any one of the following constitutes acceptable documentation:

- the child's immunization record;
- a written statement from the former school or from a medical office that the required immunizations have been administered, or that a required series is in progress; or
- verbal assurances from the former school or a medical office that the required immunizations have been completed with records to follow.

There are certain exceptions to this requirement for students who have medical/religious exemptions, who are experiencing homelessness, who are moving or transferring into a school in the Commonwealth, or who are in foster care and are not able to provide immunization records at the time of enrollment.

Please consult the School Immunization Requirements BEC for more information.

3. Proof of Residency

The School Code defines a student's school district of residence as the school district within the Commonwealth in which the parents or guardians of a child reside. With limited exception as detailed further in this BEC, proof of residency must be provided when enrolling a student in school.

When enrolling in a school district, charter school, regional charter school or cyber charter school, any one of the following containing the name and current address of the child's parent or guardian constitutes acceptable documentation:

- A current deed;
- A mortgage statement no more than three months old;
- An active residential lease agreement;
- A utility bill no more than three months old;
- An internet bill no more than three months old;
- A credit card bill no more than three months old;
- A bank statement no more than three months old;
- A tax bill no more than three months old;
- An insurance document no more than three months old; or
- A piece of mail sent in the past three months by the federal or state government such as benefits information, voter registration, or tax documents.

A school district, brick-and-mortar charter school or regional charter school may request that more than one form of residency confirmation be provided. However, provision of additional documentation should not delay enrollment. School districts, brick-

and-mortar charter schools and regional charter schools should consider what information is reasonable in light of the family's circumstances.

Section 1748-A of the School Code, as amended by Act 47 of 2025, limits cyber charter schools to requesting only one of the documents listed. (24 P.S. § 17-1748-A(b))

Parents or guardians of students experiencing homelessness, as defined under applicable federal and state law, are exempt from this requirement. See Additional Considerations section below.

Additional guidance pertaining to the enrollment of students in cyber charter schools can be found below and in the Cyber Charter Schools BEC.

4. Parent Registration Statement

For a student to be admitted to any public school, the parent or guardian must submit a sworn statement (See Parental Registration Statement (PDF)) attesting to the following:

- whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property (24 P.S. § 13-1304-A); and
- whether the student has been or is expelled under section 1318.1 of the School Code for being convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same school.

A school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the school can provide the student with alternative education services during the period of expulsion (24 P.S. § 13-1317.2(e.1)). If a student is or was expelled for an act or offense involving a sexual assault conviction or adjudication of delinquency, the school can provide the student with alternative education services. (24 P.S. § 13-1318.1(f)).

If the disciplinary record or sworn statement indicates the student has been expelled from a school in which they were previously enrolled, for reasons other than a weapons offense, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment.

5. Home Language Survey

All students seeking first-time enrollment in a school shall be given a home language survey in accordance with requirements 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. The Home Language Survey (PDF) is found on the Pennsylvania Department of Education (PDE) website.

6. Attendance and Truancy Records (FOR ENROLLMENT IN A CYBER CHARTER SCHOOL ONLY)

Section 1333 of the School Code prohibits a child who is habitually truant, meaning the student has six or more unexcused absences during the school year, from transferring during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child.

Accordingly, cyber charter schools should ask, at the time a student presents for enrollment in the cyber charter school, Cyber Charter Schools BEC.

Documents Which May Be Requested But Not Required As A Condition Of Enrollment

Items Which May Be Requested

School districts and charter schools often seek to obtain information from families in addition to the mandatory items discussed above. Although schools may ask for any of this information, they may not require it as a condition of enrolling or admitting a child and they may not delay a child's enrollment or attendance or mark a child absent until these documents are provided.

Below are documents that a school district, charter school, regional charter school or cyber charter school may request but may not require as a condition of enrollment:

- picture identification
- health or mental health history;
- physical or dental examination records;
- academic records;
- attendance records, except that cyber charter schools must collect and maintain information regarding a student's prior attendance and truancy status prior to enrollment;
- Individualized Education Program (IEP) and other special education records;

- documentation of physical examination; and
- documentation from other sources (i.e., Registration Form, Student Education Records, and Disciplinary Records).

Registration Form

School districts and brick-and-mortar charter schools may ask parents and guardians to complete a registration form when enrolling a child. However, failure to complete the form developed by the school district or brick-and-mortar charter school cannot be made a condition of the student's enrollment. These registration forms for student enrollment in a school district or brick-and-mortar charter school may include the following: name, address, telephone number, name of parent(s) or guardian(s) or resident adult(s) with whom the student is living, emergency contact information, former school information, and other locally required information.

Except for cyber charter schools, there is no standard form for enrolling students in Pennsylvania schools. Parents and guardians must submit the Cyber Charter School Enrollment Form and Residency Verification Form (PDF) when initially enrolling a student in a cyber charter school and by March 1 and November 1 during each year the student is enrolled in the cyber charter school. This form is developed by PDE and is available on the PDE website. The Cyber Charter School Enrollment Form and Residency Verification Form (PDF) of a newly enrolled cyber charter student shall satisfy the first November 1 or March 1 notification deadline, whichever is sooner. This documentation must be provided to both the cyber charter school and the student's school district of residence. See Cyber Charter Enrollment section of this BEC.

Documentation Required From Other Sources

A school district or charter school is entitled by law to receive the educational records, including disciplinary records, of an enrolling student from the student's previous school. However, providing this information rests with the educational entity and not the student's family. The receiving school district or charter school also may not require this information as a precondition to enrollment and may not delay a student's enrollment for lack of this information.

Student Education Records

Upon enrollment, the school district or charter school is to contact the student's former school for a copy of the student's education records. The former school district or charter school, if within this Commonwealth, is required to respond by forwarding the records within 10 business days of the date upon which a student's records are requested by another Commonwealth school district or charter school. School districts and charter schools shall enroll students within five (5) business days regardless of receipt of records from the previous school. (22 Pa. Code § 11.11(b)).

School districts, charter schools, and career and technical centers must provide students who meet the definition of habitually truant with a school attendance improvement plan and pursue remedies to mitigate the student's habitual truancy for the remainder of the school year or until the student is no longer of compulsory school age, regardless of whether the student was enrolled in the school district, charter school, or career and technical center at the time of truancy. All schools should seek the attendance records, including any school attendance improvement plan, from a student's former school.

Children of active-duty military families may present unofficial or "hand-carried" educational records for enrollment. Upon receipt of the unofficial educational records, the school must enroll and place the student based on information presented in the unofficial records pending validation by the official records as soon as possible. Official records must still be forwarded to the receiving school within 10 business days (22 Pa. Code Chapter 721).

Disciplinary Records

Whenever a pupil transfers to another Pennsylvania school entity or nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the school entity or nonpublic school to which the pupil has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The sending school entity or nonpublic school shall have 10 days from receipt of the request to supply a certified copy of the student's disciplinary record.

Failure to receive the student's disciplinary record cannot be used to deny or delay the student's enrollment or school attendance. A school district or charter school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement.

However, if a student currently is expelled for a weapons offense, the school district or charter school can provide the student with alternative education services during the period of expulsion (24 P.S. § 13-1317.2(e.1)). If the disciplinary record or sworn statement indicates that the student was expelled from their prior school for reasons other than a weapons offense, school districts and charter schools are advised to review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the district or charter school.

Prohibited Requests

Items Which May Not Be Requested

A school district or charter school may neither request nor require any of the following for enrollment and for residency determinations:

- a social security number;
- the reason for a child's placement if not living with natural parents;
- a child's or parent's visa;
- immigration status;
- agency records;
- a court order or records relating to a dependency proceeding, except in the limited circumstances described in this BEC; or
- Legal address for families enrolled in the Address Confidentiality Program (PDF).*

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 admissions process. *Plyler v. DOE*, a U.S. Supreme Court decision, held that it is unconstitutional to deny free public education to children who are not legally admitted into the United States. See *Foreign Students' Eligibility for Enrollment BEC*.

* Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school districts shall not require additional information about their residence. School records from the student's former school will be forwarded through the ACP. If there are questions about the family's eligibility for enrollment, contact the ACP at 1-800-563-6399. Review the ACP Flyer (PDF) and reach out to Office of Victim Advocate at 800-563-6399 or email ra-avainfo@pa.gov.

Cyber Charter School Enrollment

The parent or guardian of a student enrolled in a cyber charter school must submit proof of the student's residency upon initial enrollment and by March 1 and November 1 annually using the Cyber Charter School Enrollment and Residency Verification Form (PDF). The notification form of a newly enrolled cyber charter student shall satisfy the first November 1 or March 1 notification deadline, whichever is sooner. This documentation must be provided to both the cyber charter school and the student's school district of residence. In addition, a cyber charter school may request residency verification from a parent or guardian at any time. (24 P.S. § 17-1748-A)

In addition to completing the Cyber Charter School Enrollment and Residency Verification Form (PDF), a parent or guardian must provide acceptable documentation containing their name and address. A list of acceptable documentation for students enrolling in a cyber charter school is found in the Cyber Charter School Enrollment and Residency Verification Form (PDF).

The requirement to provide proof of residence under section 1748-A of the School Code does not apply to a student identified as experiencing homelessness.

A child who is habitually truant is prohibited from transferring during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child. (24 P.S. § 13-1333(c.1)). This law applies to habitually truant students transferring from any school to a cyber charter school, including other cyber charter schools, and applies to students identified as experiencing homelessness.

A child is "habitually truant" if the child is subject to compulsory school attendance and has incurred six or more school days of unexcused absences during the current school year. A conviction for violating compulsory attendance laws is not necessary for a child to be habitually truant.

Because a child who is habitually truant is prohibited from transferring during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child, cyber charter schools should ask whether the student who presents for enrollment during the school year has had six or more unexcused absences during that school year at their prior school and should confirm the student's attendance and truancy record upon receipt of the student's records from their prior school.

For additional guidance on truancy and habitual truancy, see the Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences BEC. For more information on cyber charter enrollment and residency verification, see the Cyber Charter Schools BEC.

Additional Considerations

Emancipated Students

An emancipated student is a student who is otherwise entitled to enroll in school and who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse.

The school district in which the student is living is the student's school district of residence, and the student may enroll without any additional assistance from an adult.

Foster Students

Nonresident children placed in foster care must be educated in accordance with 24 P.S. § 13-1305(a), which provides that a nonresident child in paid foster care is "entitled to all free school privileges accorded to resident children of the district. . . in the same manner as though such child were in fact a resident child of the district." A school district or charter school may request verification that the child is residing with a foster parent or is in a pre-adoptive or adoptive home in the form of a letter or the Identification of Students in Foster Care to School Points of Contact form (PDF) from the appropriate agency, but the school cannot require a court order or agency records.

Children placed into foster care often move from one foster home to another and such moves may involve school changes as well. If an entry into foster care or change in placement occurs, a best interest determination (BID) must occur. Children in foster care should remain enrolled in the school of origin unless there is a determination that it is not in the child's best interest to attend the school of origin. If it is determined to be in the child's best interest, the child has the right to remain in the school of origin during the pendency of their time in foster care.

If a determination is made that remaining in the school of origin is not in the child's best interest, the child's new school must ensure that a child in foster care is immediately enrolled in their new school even if the student does not have the required documentation. The enrolling school must contact and collaborate with the student's prior school for relevant records.

Students experiencing homelessness

Educational agencies shall ensure that all children experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled up with a resident family because of lack of housing. In the case of homeless students, traditional concepts of "residence" and "domicile" do not apply. Homeless children and youth lack a fixed, regular, and adequate night-time residence.

Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth include any child who is "not in the physical custody of a parent or guardian." Falling within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parents or guardians.

Homeless youth are entitled to immediate enrollment, and their families are not required to prove residency regarding school enrollment. These students should be enrolled without delay in the district where they are presently residing or continue their education in their school of origin. See the McKinney-Vento Act, 42 U.S.C. §§ 11431 et seq. and the Education for Homeless Youth BEC for additional guidance.

Homeless youth remain subject to compulsory attendance and truancy requirements under the School Code.

Pre-Adoptive and Adoptive Students

The Federal Adoption Assistance Program, among other things, provides for adoption assistance payments to encourage the placement of certain hard-to-place children with adoptive parents (42 U.S.C. § 673). Children living with pre-adoptive parents who are receiving adoption assistance subsidies, pre-adoptive foster payments, or other payments such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), are entitled to attend school in the school district in which the pre-adoptive parents reside.

Notwithstanding receipt of any of the above payments, children living in pre-adoptive situations are considered residents of the school district in which their pre-adoptive parents reside under section 1302 of the School Code. Children living with adoptive parents are entitled to all free school privileges accorded to resident school children of the district under section 1302.

Re-Enrollment Of Students Returning From Delinquency Placements

When a student returns to a school district or charter school from a delinquency placement, the school cannot automatically place the child in an alternative education program for disruptive youth merely because the child had been adjudicated delinquent. Like any other student being transferred to an alternative school, students returning from delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program.

The purpose of the hearing is to determine whether the student currently is fit to return to the regular classroom or meets the definition of a disruptive student. Factors a school should consider include whether the incident causing the adjudication occurred at school or at a school-sponsored event, the child's behavior in placement, and the recommendations of teachers and other adults (such as juvenile probation officers) who have worked with the youth.

Resident Students and Court Orders or Custody Agreements

Every school-age child is entitled to attend the public schools of the child's district of residence, which is the school district where the child's parent(s) or legal guardian resides. In addition, based on specific circumstances described in this BEC, a school-age child may be entitled to attend the public schools in a district as a non-resident.

When parents reside in different school districts due to separation, divorce, or other reasons, the child may attend school in the district of the parent with whom the child lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise. If the parents have joint custody and the child's time is evenly divided between the parents, the parents may choose which of the two school districts the child will attend for the school year. If the parent who is enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child, then the school district or charter school may require that the parent provide a copy of the order or agreement.

As stated below, a school district may also require a resident to provide a custody or dependency order when the resident is seeking to enroll the child under section 1302(a.2)(1) of the School Code which requires "appropriate legal documentation to show dependency or guardianship." A school district or charter school may not, however, require a custody order or agreement as a condition of enrollment in any circumstances other than the two circumstances specified above.

School-Age Children of Military Personnel

When Pennsylvania residents who are military personnel are deployed and their school-age children are living with relatives or family friends in a school district for that period of time, the students are entitled to attend school in the school district in which they are residing. These students should be enrolled using the Section 1302 Statement/Affidavit process described in this BEC, except that the resident is to be presumed to be supporting the child without personal compensation or gain (gratis).

Under section 1302.1 of the School Code, a child whose parent or legal guardian is an active-duty member of the armed forces of the United States, including the reserves, and who has received official military orders to transfer into Pennsylvania is allowed to enroll in a school district before establishing residency. The parent or guardian must provide a copy of the official military orders and proof of their intention to move into the school district. Proof of intention includes a signed contract to purchase a home, a signed lease agreement, or a statement from the parent or guardian stating their intention to move into the school district. The parent or guardian must provide proof of residency in the school district to the school district no later than 45 days after the arrival date stated in the military orders.

Students Experiencing Education Instability

Section 1331.1 of the School Code requires school entities to identify eligible students who experience "education instability" and provide certain supports for these students. A student experiencing "educational instability" is a student who has one or more changes in school entity enrollment during a single school year as a result of any of the following:

- Homelessness, as defined in the McKinney-Vento Homeless Assistance Act and as determined by the school entity;
- An adjudication of dependency under 23 Pa.C.S. Ch. 63 (relating to child protective services) and 42 Pa.C.S. Ch. 63 (relating to juvenile matters);
- An adjudication of delinquency under 23 Pa.C.S. Ch. 63 and 42 Pa.C.S. Ch. 63 as disclosed at the discretion of the parent or guardian of the student; or
- An adjudication as part of court-ordered services under a voluntary placement or custody agreement.

See Act 1 of 2022: Supporting Graduation for Students Experiencing Education Instability BEC.

Students Living In Institutions

School districts in which children's institutions, including detention homes, drug and alcohol treatment centers and other similar facilities, are located (referred to as host school districts) are required to provide an education and, when appropriate, special education to nonresident students of the host district who are placed into the institution. This includes the right to attend the school district's public schools if appropriate for the child. Enrollment of these students follows the same requirements as resident students of the school district. See 24 P.S. § 13-1306 Nonresident Students in Institutions BEC.

Students Living With A Resident Adult Other Than A Parent

When a child is living with a district resident who is supporting the child without personal compensation (gratis), the child may attend the public schools of that resident's school district, provided that resident makes application and supplies the required

enrollment information noted in the Required Enrollment Documentation section of this BEC. In addition, before accepting the child as a student, the district shall require the resident to file only one of the following:

- A sworn and notarized statement from the resident of the school district consistent with the requirements of section 1302(a.2) of the School Code, indicating that the signer is a resident of the school district, is supporting the child without receiving personal compensation, that the child is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the child's schooling (see the model Sworn Statement by Resident Under § 13-1302 (PDF)); or
- Appropriate legal documentation to show dependency or guardianship, which may include a custody order.

The school district may, pursuant to PDE guidelines (PDF), require other information to be submitted by the resident to substantiate the sworn statement.

The natural parent(s) or former guardian(s) of the student may not be required to provide information.

Once the requested information is provided, the school district must enroll the child as it would enroll a resident student and permit the child to begin to attend school without delay, but in no case more than five (5) days after the requested information is provided. If the school district determines the resident is not supporting the child gratis or the student is not continuously living with the resident, the school district does not have to enroll the student.

A resident's receipt of payments, such as SSI, TANF, pre-adoptive or adoptive support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the child such as child support, shall not be deemed to be personal compensation or gain.

Twins And Multiple Siblings

Twins or higher-order multiple siblings are to be enrolled in the same manner as all other students. The School Code provides for parental discretion in the classroom placement of twins or higher-order multiples. A parent or guardian of twins or higher-order multiples who attend the same grade level at the same school may request that the children be placed in the same classroom or separate classrooms. The parent or guardian must make the request no later than 10 days after the beginning of the school year or 10 days after the first day of the student's attendance, if the students are enrolled after the school year commences.

The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decisions for their children's education. The school shall provide the classroom placement requested, unless, after consultation with the school district superintendent or their designee, the principal determines that alternative placement is necessary. The law affords the parents the opportunity to appeal that denial. A school is not required to place twins or higher-order multiples in separate classrooms if the request would require the school district to add an additional class to the grade level of the siblings. (24 P.S. § 13-1310.1)

Disenrollment Of Students

Section 1302 of the School Code, as amended by Act 67 of 2024, specifies that, if a school district determines that the parents, guardians, or other person having charge of a child who is enrolled as a resident of the school district does not reside in the school district, the school district may not disenroll the child until the child's parents, guardians, or other person having charge of the child: are provided an opportunity to appeal that decision through the school district's relevant grievance policy and any appeal has been exhausted; after being provided notice, declined to participate in the appeal process; are provided information related to the educational rights of homeless students; or a court enters an order directing the child to be disenrolled and enrolled in another school district.

Additionally, if it is found that the information contained in the sworn statement provided to the school district consistent with the requirements of 24 P.S. § 13-1302(a.2) is false, a child may not be disenrolled from the school district until the child's parents, guardians, or other person having charge of the child: are provided an opportunity to appeal that decision through the school district's relevant grievance policy and any appeal has been exhausted; after being provided notice, declined to participate in the appeal process; are provided information related to the educational rights of homeless students; or a court enters an order directing the child to be disenrolled and enrolled in another school district.

Enrollment Complaints

When a dispute arises regarding the enrollment of a student, the person attempting to enroll the child or the school district or charter school may bring the dispute to the attention of PDE's School Services Office.

To file a complaint, email, call or mail the PDE School Services using the following contact information:

School Services Office Office of Elementary and Secondary Education Pennsylvania Department of Education 607 South Drive Harrisburg, PA 17120 Phone: 717-787-4860 Fax: 717-214-4389 Email: RA-PDE-SchoolService@pa.gov

After receiving a complaint, a PDE representative will contact the school, family or other involved parties to gather information and to try to help resolve the dispute. These contacts, whenever possible, will occur within five (5) school days of receipt of the complaint.

Resources

- Frequently Asked Enrollment Questions and Answers
- ACP Flyer
- Address Confidentiality Program
- Cyber Charter School Enrollment Form and Residency Verification Form (PDF)
- Department of Health – School Vaccination Flyer for parents / caregivers (PDF)
- Department of Health – Immunization Requirements and FAQs (PDF)
- Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. § 13-1302 (PDF)
- Home Language Survey (PDF)
- Identification of Students in Foster Care to School Points of Contact form (PDF)
- Parental Registration Statement (PDF)
- Sworn Statement by Resident Under § 13-1302 (PDF)
- Transcripts From a Closed Nonpublic/Private K-12 School

References

Related Basic Education Circulars

- Act 1 of 2022: Supporting Graduation for Students Experiencing Education Instability
- Admission to Kindergarten and Beginners
- Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences
- Cyber Charter Schools
- Disciplinary Exclusions of Students Who Are Eligible for Special Education
- Education for Homeless Youth
- Foreign Students' Eligibility for Enrollment
- Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident under 24 P.S. § 13-1302 (PDF)
- 24 P.S. §13-1306 Nonresident Students in Institutions
- School Immunization Requirements
- Student Records Being Retained by a Private School
- Transfer of Records

State Statutes

- 24 P.S. § 13-1302
- 24 P.S. § 13-1302.1
- 24 P.S. § 13-1303a
- 24 P.S. § 13-1310.1
- 24 P.S. § 13-1305(a)
- 24 P.S. § 13-1317.2(e.1)
- 24 P.S. § 13-1318.1
- 24 P.S. § 13-1331.1
- 24 P.S. § 13-1333
- 24 P.S. §§ 13-1371 et seq.
- 24 P.S. § 13-1304-A
- 23 Pa.C.S. Chapter 63
- 42 Pa.C.S. Chapter 63

State Regulations

- 22 Pa. Code Chapter 11
- 22 Pa. Code, Chapter 14
- 22 Pa. Code Chapter 16

- 22 Pa. Code Chapter 711
- 22 Pa. Code Chapter 721
- 28 Pa. Code §§ 23.81-87

Federal Statutes

- 20 U.S.C. § 1703
- 42 U.S.C. § 673 42 U.S.C. § 2000d et seq.

Bureau/Office Contact

School Services Office Office of Elementary and Secondary Education Pennsylvania Department of Education 607 South Drive Harrisburg, PA 17120 Phone: 717-787-4860 Fax: 717-214-4389 Email: RA-PDE-SchoolService@pa.gov

***End of reformatted source appendix.** For implementation, LAB Charter should rely on the official PDE posting and any subsequent PDE updates, solicitor review, and Board action.*