



## **Admissions and Enrollment Procedures**

**Enrollment period.** YouthBuild Philadelphia Charter School enrolls students only one time in any school year and that is at the start of the school year in September after the students have successfully completed the school's four-stage admissions process.

**Eligibility for enrollment.** In order to be eligible for enrollment in YouthBuild Philadelphia Charter School, applicants must—

- be at least 18 years old, but not older than 20 years, on the first day of the school year,
- be a resident of Philadelphia,
- have dropped out of school and not have received a high-school diploma, and
- successfully complete the four-stage enrollment process demonstrating both punctuality and motivation to attend the school.

**Four-stage admissions process.** There are four stages to becoming enrolled in YouthBuild Philadelphia Charter School. They are:

- **Stage 1: The *Application***  
Applicants complete and submit a YouthBuild Philadelphia Application Form.
- **Stage 2: The *Orientation***  
Applicants attend a scheduled orientation session at which the school program and graduation requirements are described to them and they are notified of the requirements for admission. Applicants must be on-time to the Orientation Session.
- **Stage 3: The *Interview***  
Applicants are scheduled for an individual interview with a panel of staff members. Applicants must be on-time to the interview.
- **Stage 4: *Mental Toughness Training***  
Applicants attend eight half-days of further orientation and preparation for the program. Applicants must be on-time each day of Mental Toughness Training.

**Permissible screening criteria.** While YouthBuild Philadelphia Charter School does not discriminate against otherwise eligible applicants, the school's charter does permit it to reject the application of any applicant who fails to demonstrate punctuality and motivation to attend the school.

**Required documentation.** One measure of an applicant's motivation to attend YouthBuild is the production of certain required documents. YouthBuild requires that the following documents be submitted before Stage 4 (Mental Toughness Training) of the admissions process:

- *Proof of age*  
Any of the following is acceptable to document proof of age: birth certificate; notarized copy of birth certificate; baptismal certificate; copy of record of baptism, notarized or duly certified and showing the date of birth; a valid passport; a prior school record indicating the date of birth; or a notarized statement from parents or another relative indicating the date of birth.
- *Proof of residency*  
Any of the following is acceptable to document proof of residency: driver's license; PENNDOT identification card; current utility bill; a deed; a lease; current credit card bill; property tax bill; or vehicle registration.
- *Home Language Survey*
- *Parent Registration Statement*  
A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, weapons, infliction of injury, or violence on school property.

**Enrollment lottery.** Typically, all applicants who have successfully completed the school's four-stage admissions process are enrolled in YouthBuild Philadelphia Charter School. However, from time to time, there are more applicants who have successfully completed the school's four-stage admissions process than there are openings available in the school. In those cases, YouthBuild Philadelphia Charter School uses a lottery to determine which of those successful applicants are enrolled as students.