

APPLICATION PROCESS FOR SCHOOL YEAR 2021-2022

Applying to Pan American Academy Charter School is a simple, straightforward process. The following instructions will help guide you through the process. **The application window for enrollment for the 2021-2022 school year is September 25, 2020 through January 25, 2021.**

APPLYING TO PAN AMERICAN ACADEMY

➔ **Submit an application at www.applyphillycharter.org** ←

You may also visit us at 2830 N American Street, Philadelphia, PA 19133 to receive assistance in completing the application or contact 1-800-891-3999. Admission is open to all appropriately aged children who reside in Philadelphia.

Age Requirements

- **Kindergarten:** The child must be age 5 on or before September 1 (*for 2021-2022 school year, this means born on or before 9/1/2016*)
- **First Grade:** The child must be age 6 on or before September 1 (*for 2021-2022 school year, this means born on or before 9/1/2015*)

SCHOOL LOTTERY

If more applications are received than there are seats available, the school will hold a randomized lottery to determine which applicants are offered a seat for enrollment. All applications submitted within the application window will be referred into the lottery, assuming an application is not a duplicate submission and is otherwise eligible to attend the school.

The lottery for the 2021-2022 school year will be conducted on February 10, 2021. *Priority will be given to applicants with siblings, followed by applicants who live in zip codes 19133 and 19134.* The lottery will be conducted by the school on the Apply Philly Charter system.

Upon application submission, each applicant is automatically assigned a random lottery number. When the lottery is run, it will take the following into account: first, the priority group an applicant falls into, and, second, the applicant's random lottery number. Seats will first be offered to applicants who fall into the first priority group in order of lowest random lottery number to highest. The lottery will then offer seats to applicants in the second, third, etc. priority groups in order of random lottery number, until the number of available seats has been exhausted. Applicants who were not offered a seat through the lottery will be waitlisted in order of their priority group first, and their random lottery number second.

ACCEPT THE OFFER

Applicants who were offered a seat through the lottery will be notified on February 12, 2021 via email through Apply Philly Charter. Applicants will also be able to log-in to their Apply Philly Charter accounts on February 12th to view their application results. **Applicants who were offered a seat through the lottery will have until March 12, 2021 to accept their seat offer on Apply Philly Charter by clicking “accept” in their Apply Philly Charter accounts.**

ENROLLMENT

School office staff will contact applicants regarding next steps and required paperwork to complete enrollment. **Applicants will be required to submit all enrollment paperwork to the school by April 16, 2021.** Enrollment paperwork will not be collected through Apply Philly Charter.