



PHA Admissions - FAQ:

Q: When does the PHA Admissions Process Open?

A: This year, we will open the Admissions Process in early November 2018. Please see the PHA web site for information about Open House.

Q: When is the application deadline?

A: The deadline for the March Admissions Lottery is generally at the end of February and, when the admissions process is open, can be found posted on the Admissions page of the PHA web site.

For 2019-20: March Admissions Lottery –

Application Deadline: Monday, March 4, 2019

March Admissions Lottery: Wednesday March 6, 2019

March Lottery results will be sent via SchoolMint no later than March 13, 2019

Q: How can I get confirmation that my Application has been received?

A: You should receive email and/or text confirmation that your application has been successfully submitted directly from SchoolMint. If you do not receive email or text confirmation, please contact SchoolMint or one of PHA's admissions coordinators (listed at the end of this document) immediately to ensure that we have your correct contact information.

Q: When will the Lottery be held?

A: **March Admissions Lottery:** Massachusetts charter schools are required to hold admissions lotteries no later than March 15th of any given year. To ensure that there is ample time to reschedule in the case of inclement weather, it has been recommended that we schedule the lottery a minimum of 2 weeks in advance of that date. Exact date, time and location is posted



on the Admissions Page of the PHA web site when the Admissions Process opens.

For 2019-20: March Admissions Lottery: Wednesday March 6, 2019.

March Lottery results will sent via SchoolMint (email and/or text) within 5 business days of the date the lottery was run.

Q: When will I be notified of Lottery results?

A: All admissions lottery results are sent via SchoolMint. In addition, families can check results by logging into their SchoolMint account.

Please note: if your home address, phone number or email address change after you have submitted application(s); **PLEASE be sure to make changes to your contact information in SchoolMint; if we do not have your up-to-date information, we will not be able to contact you when/if your child/ren move to the top of the wait list.**

Q: How old does a child have to be to apply for Kindergarten?

A: Five years of age by August 31 of any given year.

Example: August 31, 2014 for the 2019-20 school year

Q: I want to apply for more than one child. Do I need to submit separate applications for each child?

A: **Yes**; you **must** submit one application **per child**. SchoolMint offers you the opportunity to do so during the submission process. If you need assistance to add an application any time, please contact the Admissions Coordinator at the appropriate campus for the grade level (listed at the end of this document).

Q: I already have a child enrolled at PHA – do I have to submit an application for his/her sibling(s)?

A: **Yes**; you must submit one application per child and list the name and grade of the child already enrolled at PHA.

Note: this applies to brothers/sisters of enrolled students **only**; please do not list cousins as enrolled siblings.

Q: What documents are accepted as Proof of Residence?

A: The following documents are accepted as Proof of Residence as part of your application (upload a scan or photo):

- A Utility Bill (not water or cell phone) dated within the past 60 days
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
- A current Lease, Section 8 Agreement, or Landlord Affidavit ▲
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days
- A Bank or Credit Card Statement dated within the past 60 days
- A Letter from an Approved Government Agency* dated within the past 60 days

*Approved government agencies:

- Departments of Revenue (DOR)
- Children and Family Services (DCF)
- Transitional Assistance (DTA)
- Youth Services (DYS)
- Social Security
- Any communications on Commonwealth of Massachusetts Letterhead

△ If you do not have any of the above documentation in your name, you may use the Address Verification Form (PHA's Landlord Affidavit form), which is available by request and can be found posted on the Admissions page of the PHA web site; **Please note:** this form **MUST** be notarized.

Q: My child is eligible for special education support; does PHA provide services for students with disabilities?

A: PHA provides a range of services for students with disabilities. If your child has been found eligible for special education support, **it is essential that you provide us with a copy of his/her IEP** (individual education program) **as soon as possible**. Families applying for grades 7-9 **must provide a copy of your child's current IEP prior to placement testing** so we can ensure that he/she receives any necessary accommodations during testing. If you have questions about specific special education supports and services at PHA, you are encouraged to contact Stacy Camposano, Director of Student Services (617-284-7828, scamposano@phacs.org).

Q: My child is classified as "Limited English Proficient (LEP)"; does PHA have an English as a Second Language (ESL) program?

A: PHA provides support to students who are classified as "Limited English Proficient (LEP)" through our English as a Second Language program (ESL). If your child was eligible for ESL support at his/her previous school, it is important to indicate this on your registration form so that services continue at PHA. PHA also screens incoming students whose home language surveys indicate potential LEP status. If your child is identified for screening, you will be contacted by an ESL teacher. Questions about our ESL program should be directed to Stacy Camposano, Director of Student Services (617-284-7828, scamposano@phacs.org)

Q: My child is on the wait list for the current school year; do I have to fill out a new application for the next school year?

A: **Yes**; we start fresh each year and **do not** carry applications or wait lists over from one year to the next. Submitting an application for next year will not have any effect on your child's waitlist status for the current year.

Q: My child is on the wait list for the current school year; what happens now?

A: We are required to fill any seat that opens in grades K-9 until February 15th of any given school year. If a seat opens in any one of those grades, we will contact the next person on the wait list and continue to do so until the open seat is accepted. After February 15th the wait lists will be void.

QUESTIONS? WE ARE HAPPY TO HELP!

Admissions Coordinators:

Early Childhood Campus, Grades K-3:

Cathy Traniello: ctraniello@phacs.org or 617.284.7811

Upper Elementary Campus, Grades 4-6:

Carol Saulnier: csaulnier@phacs.org or 617.684.8520

Middle School, High School & Collegiate Institute, Grades 7-12:

Rose Lynch: rlynch@phacs.org or 617.284.7937

General Admissions Information:

Victoria Ellis: vellis@phacs.org or 617.284.7911