

# Montessori Regional Charter School

## 2024-2025 Enrollment Information

Thank you for considering Montessori Regional Charter School (MRCS) for your child's education.

MRCS is a **Kindergarten through Grade 8** public, tuition-free charter school offering a Montessori based education to children in the Erie region.

The information on these pages will help you prepare to enter your child into our annual enrollment lottery and understand what to expect before and after the lottery takes place:

**Page 2: Enrollment Lottery-How Is the Lottery Run?**

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The pre-enrollment form will be available on our [website](#) and at our office beginning January 3rd, 2024.

Additional information may be found on our website at [www.mrcserie.org/enrollment](http://www.mrcserie.org/enrollment).

## Administrative Office

The MRCS administrative office is located at [2549 West 8<sup>th</sup> Street, Erie, PA 16505](#).

Office hours are 8:00 a.m. to 4:00 p.m.

## Contact Us

Contact by email is best. Please send your email to [enrollment@mrcserie.org](mailto:enrollment@mrcserie.org) or you may phone us at 833-7771, ext. 102.

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As a public charter school, we are required to have an annual lottery.

## HOW IS THE LOTTERY RUN?

**Picking the numbers:** Lottery numbers are run through a computerized random generator.

**Kindergarten Lottery:** Current students' younger siblings entering Kindergarten have preference for openings. After siblings of current students are placed, we will accept Kindergartners into remaining openings in kindergarten classes according to lottery results by campus. If more students apply than the number of available openings, then a lottery will be run and students not chosen will be placed on a waiting list in order of lottery results.

**Grade 1-8 Lotteries:** If there are openings in grades 1-8 those are filled by siblings of students currently attending MRCS. We are usually not aware of openings that may occur after the lottery until the summer, when a child moves away or decides to go to another school. For this reason, all students in grades 1 through 8 are placed on a waiting list according to lottery results and campus preference.

## The Lottery Process

If a charter school receives more applications than spots available in a certain grade, a lottery is held to determine who is accepted and who is placed on a waiting list. Lotteries randomly select students for enrollment, with the following possible exceptions list below:

1. Children of founding families of the Charter
2. Siblings of children enrolled at the school
3. Children residing in the Erie and Millcreek School Districts (chartering districts)
4. All other children residing in Pennsylvania

## HOW DO I FIND OUT THE RESULTS OF THE LOTTERY?

The results of the lottery will be posted on the [school website](#) within **24 hours** following the lottery. In addition, you will receive results via email the following week.

## HOW LONG WILL IT TAKE FOR MY CHILD TO BE CALLED IF S/HE IS ON THE WAITING LIST?

We are not aware of openings until a parent notifies us that they are moving or have decided to send their child to another school. If your child is on the waiting list, ***please be patient***.

Once we contact you, you will have **24 hours to accept or decline** the offer of enrollment before we move to the next person on the waiting list.

- Be sure your writing is legible: MRCS is not responsible for an incorrect phone number or email address provided on a form due to writing that cannot be deciphered.
- Keep your contact phone number and email up to date with the enrollment office at all times
- Be sure your contact phone you provided is set up to receive calls and voicemails
- Check your email

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## IF ONE OF MY CHILDREN IS OFFERED ENROLLMENT, WILL MY OTHER CHILDREN ALSO GET IN?

No. Siblings of an accepted student may be contacted at a later time according to their place on the waiting list if an opening occurs in their grade level. They will receive sibling preference for enrollment into available openings the following year.

## DOES THE WAITING LIST CARRY OVER FROM YEAR TO YEAR?

No. Students who do not enroll for the 2024-2025 school year must re-submit documents to be included in the enrollment lottery for 2025-2026.

## WHAT DOCUMENTS DO I NEED FOR THE ENROLLMENT LOTTERY?

Montessori Regional Charter School is a public school and the state of Pennsylvania requires the following documentation., parents must submit state-required information and documentation for each student. Submit the following documents via the online form or email attachment to [enrollment@mrcserie.org](mailto:enrollment@mrcserie.org) or IN PERSON at our administrative office. **PLEASE DO NOT SUBMIT A COPY OF YOUR CHILD'S SOCIAL SECURITY CARD.**

1. The 2024-2025 Pre-Enrollment Form

Beginning January 3, 2024, the form is available online on our website, [www.mrcserie.org/enrollment](http://www.mrcserie.org/enrollment), and may be picked up at our office.

2. A copy of your child's Birth Certificate -OR- A Current, Valid Passport

If you can't find your child's birth certificate contact the Erie Division of Vital Statistics Office located at [1910 West 26<sup>th</sup> Street, Erie, PA 16508](http://1910 West 26th Street, Erie, PA 16508). Walk-ins Welcome. Office hours are 8 a.m. to 4:30 p.m. 814-871-4261.

3. Legal guardian photo identification

- Valid Driver's License
- Penn-DOT Identification Card
- Valid Passport
- Permanent Resident Card (Green Card)

4. Proof of Residency

A copy of **TWO** of the following documents.

- Deed
- Mortgage Statement
- Property Tax Bill
- Full Executed Lease (signed by both parties)
- Current Utility Bill
- PA Vehicle Registration

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## Frequently Asked Questions

### **IS THERE A RESIDENCY REQUIREMENT?**

All students who reside in Pennsylvania are eligible for admission. If you do not live in Pennsylvania but are moving here in the near future, you will be eligible once you establish residency.

### **CAN MY CHILD TAKE A BUS TO SCHOOL?** *Some restrictions apply for City of Erie Residents, please read \* below.*

The law requires your home school district to provide transportation to MRCS on the dates that MRCS is in session. Your local school district is responsible for all aspects of its pupil transportation program including routes, stops, schedules, and discipline. Your address cannot be more than 10 miles from MRCS. *\*The Erie City School District will not provide bus transportation to a student who resides within 1.5 miles of the campus.*

### **HOW MUCH DOES IT COST TO ATTEND MRCS?**

Montessori Regional Charter school is a free public charter school. There are no tuition fees.

### **DO YOU HAVE A PRESCHOOL PROGRAM?**

At this time, we do not have a preschool program. However, we hope you will consider our school when your child is eligible for kindergarten.

### **CAN I APPLY TO THE LOTTERY NOW?**

The pre-enrollment forms for application to the enrollment lottery will be available on January 3, 2024.

### **WHAT IS THE DEADLINE TO GET INTO THE LOTTERY?**

Your child's pre-enrollment documents must be submitted to the administrative office by 4:00 p.m. Thursday, March 21, 2024.

### **WHAT IF MISS THE DEADLINE?**

Parents who submit their child's pre-enrollment documents after the deadline will have their child's name added to the end of waiting list after the lottery has taken place behind lottery wait-list students in order of the date and time the form is received in the office.

### **HOW OLD DOES MY CHILD HAVE TO BE TO ENROLL IN KINDERGARTEN?**

Students interested in enrolling in MRCS Kindergarten must meet the age requirement of their resident school district. If you're not sure what the age requirement is, contact the district directly. *MRCS does not test for early admission of Kindergartners.*

### **I WANT MY CHILD TO REPEAT A GRADE, WHAT DO I DO?**

In order to pre-enroll for your child's current grade level, a certified Letter of Retention from your child's school principal must be submitted with the pre-enrollment application.

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Important Dates and Deadlines	
January 3, 2024	<b>Open Enrollment Begins</b> Pre-enrollment forms are available at our office and online at <a href="http://www.mrcserie.org/enrollment">www.mrcserie.org/enrollment</a>
March 21, 2024	<b>4:00 p.m. Deadline for Lottery Forms</b> All forms must be submitted to the Administration Office by the deadline to be included in the 2024-2025 lottery.
March 26, 2023	<b>4:00 p.m. Enrollment Lottery</b> 2549 West 8th Street, Erie PA 16505
March 27, 2024	<b>Lottery Results posted on <a href="#">Website</a></b>
April 2-12, 2024	<b>Waitlist Results Sent</b>