



# 2021-2022 Student Application Process

## I. REQUEST APPLICATION

Enrollment Applications can be completed online or requested by contacting the Urban Academy Admission Coordinator, Ms. Clay'Ce White at 412.361.1008 ext. 242 or by email at [admissions@urbanacademypgh.org](mailto:admissions@urbanacademypgh.org).

## II. SUBMIT APPLICATION

- i. Mail to Urban Academy of Greater Pittsburgh Charter School, 437 Turrett Street, Pittsburgh, PA 15206
- ii. Email to [admissions@urbanacademypgh.org](mailto:admissions@urbanacademypgh.org)
- iii. Fax to 412.361.1042

## III. IF YOU HAVE APPLIED DURING OPEN LOTTERY (OCTOBER 12<sup>TH</sup> THROUGH Mard 3rd)

- i. The lottery will be conducted on March 4, 2021.
- ii. You will receive electronic notice of whether your scholar has been accepted or will be placed on our waiting list on March 8, 2021.
- iii. If your scholar was selected via lottery, you will be contacted with instructions on how to complete enrollment.
- iv. There will be a new student open house in May (further detail to follow).
- v. There will be a mandatory school orientation in August (further detail to follow).
- vi. Sibling preference and PPS residency will be given during all lottery application periods.

## IV. IF YOU HAVE APPLIED AFTER March 3rd.

- i. Your student will automatically be placed on the Urban Academy waiting list
- ii. If an opening becomes available you will be contacted immediately
- iii. If you are contacted regarding available space, a 36 hour response time will be granted

### PLEASE NOTE

- ❖ IF YOUR SCHOLAR HAS NOT SECURED A SPACE AT URBAN ACADEMY, THEY MUST RE-APPLY EVERY YEAR
- ❖ KINDERGARTEN STUDENTS MUST MEET THE STARTING AGE REQUIREMENT AS DICTATED BY THE RESPECTIVE SCHOOL DISTRICT (PPS STUDENT MUST BE 5 BY SEPTEMBER 30)
- ❖ SIBLING PREFERENCE WILL ONLY BE GRANTED TO FAMILIES THAT ALREADY HAVE A CHILD(REN) THAT ARE CURRENTLY ATTENDING AND WHO APPLY DURING THE LOTTERY TIME PERIOD

FOR MORE INFORMATION ON ENROLLMENT PLEASE CONTACT:

MS. CLAY'CE WHITE  
ADMISSIONS COORDINATOR  
412.361.1008 EXT 242  
[ADMISSIONS@URBANACADEMYPGH.ORG](mailto:ADMISSIONS@URBANACADEMYPGH.ORG)