



# 2023-2024 Student Application Process

## I. SUBMIT APPLICATION

Enrollment Applications can be completed online at [www.urbanacademypgh.org](http://www.urbanacademypgh.org). If you have any questions you can reach our Admissions Coordinator Ms. Clay'Ce White at 412.361.1008 ext. 242 or by email at [cwhite@urbanacademypgh.org](mailto:cwhite@urbanacademypgh.org).

## II. IF YOU HAVE APPLIED DURING OPEN LOTTERY (OCTOBER 17<sup>TH</sup> THROUGH March 7<sup>TH</sup>)

- i. The lottery will be conducted on March 9, 2023 during our monthly Board Meeting.
- ii. You will receive electronic notice of whether your scholar has been accepted or will be placed on our waiting list on or about March 15, 2023.
- 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.
- v. There will be a mandatory school orientation in August.
- vi. Sibling preference and PPS residency will be given during all lottery application periods.

## III. IF YOU APPLY AFTER March 7th.

- 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 REAPPLY EVERY YEAR
- KINDERGARTEN STUDENTS MUST MEET THE STARTING AGE REQUIREMENT AS DICTATED BY THE RESPECTIVE SCHOOL DISTRICT (PPS STUDENTS 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  
[CWHITE@URBANACADEMYPGH.ORG](mailto:CWHITE@URBANACADEMYPGH.ORG)