



City Neighbors High School Application Instructions

5609 Sefton Ave, Baltimore, MD 21214

Telephone: 443.642.2119

www.cityneighborshighschool.org

You're invited

Visit CNHS at an informational **Open House** and school tour. Join us at 6:00 pm on:

- **Oct. 26**
- **Nov. 22**
- **Dec. 1**
- **Jan. 10, 2012**

More information:

Visit our website at:
Cityneighborshighschool.org

Don't miss your opportunity:

Please do not wait until the last minute to submit your application. **Applications are due February 17, 2012**

Who Can Apply?

Any young person who resides in Baltimore City is invited to apply to CNHS. Students should expect to experience project-based learning with an emphasis in the arts. If your child is selected for enrollment, you will be asked to supply proof of residency. If we do not receive proof of residency, your application and acceptance offer will be retracted and the available slot will be offered to the next applicant on the waiting list.

How Do I Apply?

Enrollment applications for City Neighbors High School will be accepted from **December 1, 2011 through 3:00 PM, February 17th 2012**. Only custodial parents or legal guardians may submit applications. We cannot extend the application deadlines for any for any reason including inclement weather. A separate enrollment application must be submitted for each child you wish to enroll. Only one application per child will be accepted. Please complete the application thoroughly and neatly. City Neighbors High School will not be responsible for incorrect, inaccurate, or illegible information. Inaccuracies or misrepresentations on the Enrollment Application

will adversely affect the applicant's placement on the acceptance/waiting list.

Enrollment Applications will be accepted in one of four ways:

1. Hand-delivered to City Neighbors High School, 5609 Sefton Avenue, Monday through Friday, between 9 AM and 3:30 PM (recommended). Please contact the school office first at 443-642-2119 to ensure school is in session.
2. Scanned and emailed as an attachment to kgreen@cityneighborshighschool.org. City Neighbors Hamilton will not be responsible for delays, interruptions, or malfunctions of the receipt or transmission of email, or for the quality of the scanned image. An



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automated delivery message will follow all correctly emailed enrollment applications

3. Mailed to City Neighbors High School, 5609 Sefton Avenue, Baltimore, MD 21214. City Neighbors High School will not be responsible for lost, delayed, damaged, or misdirected mail. Please call to verify receipt of applications one week after mailing the enrollment application. All enrollment applications must be received by **3 PM on February 17th. THIS IS NOT A POSTMARK DEADLINE.** Mailing enrollment applications less than one week prior to the deadline is not recommended.

Please Note:
Enrollment Applications received after 3:00 PM on February 17th 2012 will be placed at the bottom of the waiting list in the order they are received and will not be included in the lottery.

4. Faxed to City Neighbors High School: 410-426-1340. City Neighbors Hamilton will not be responsible for mechanical or equipment failure, or for the quality of the faxed image. Please call to verify receipt of fax 24-hours after submission.

Enrollment Lottery

If the number of applicants for a given grade does not exceed the number of available spaces, all applicants in that grade will be offered admission to the school. If the number of Enrollment Applications for a given grade exceeds the number of available spaces, students will be selected for admission by random lottery on a grade-by-grade basis, beginning with ninth and moving up each consecutive grade, i.e. ninth, tenth.... Students are selected in the lottery per grade level using the information supplied on the enrollment application. Inaccurate information regarding the applicant's grade level or age will adversely affect the applicant's placement on the acceptance/waiting list. The enrollment lottery will be conducted by staff of City Neighbors High School and witnessed by a representative of Baltimore City Public Schools. The enrollment lottery draw will be held between February 20th and February 24th, at City Neighbors High School, 5609 Sefton Avenue, Baltimore, MD 21214. All interested parties are invited to attend the lottery draw. Please refer to the CNHS website at cityneighborshighschool.org for the exact lottery date.



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Acceptance

An acceptance card and registration form will be mailed to all accepted applicants by March 1, 2012. Both the card and registration form must be **hand-delivered by or postmarked no later than March 30, 2012**. If we do not receive this written decision of acceptance postmarked by March 30, 2012 we will offer the available slot to the next applicant on the waiting list. A verbal decision of acceptance is not sufficient and a space will not be held. Once accepted, prospective families will receive a list of other documents required, along with associated deadlines, in order to complete their enrollment, per Baltimore City Public Schools.

CNHS will not be responsible for any acceptance notification letters returned to us in the mail due to incorrect, outdated, or illegible information provided on the Enrollment Application. A reasonable attempt will be made to contact the accepted applicant by other means provided on the Enrollment Application but acceptance deadlines cannot be extended. If we are unable to make contact after a reasonable attempt, we will offer the opening to the next applicant on the waiting list.

Because of the volume of applications and the quick turnaround time between the lottery draw and parent notification, it is not always possible to disclose acceptance or waiting list placements by telephone or email before notification letters are mailed. Acceptance and waiting list placements will not be provided to anyone other than the applicant family.

Waiting List

Wait-listed applicants will be notified of their placement on the waiting list by March 1, 2012. Wait-listed applicants will be notified when and if an appropriate opening becomes available. The waiting list for enrollment does not carry over from year-to-year. Interested families not selected in the enrollment lottery draw must reapply for admission the following year. CNHS will not be responsible for any wait-list notification letters returned to us in the mail due to incorrect, outdated, inaccurate, or illegible information provided on the Enrollment Application.



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Enrollment Priority Policy

Priority in the enrollment process is as follows, in the order listed:

1. Graduating City Neighbors Charter School Students
2. Children of Founders*
3. Children of current City Neighbors High School Staff**
4. Siblings of current City Neighbors High School students ***
5. New applicants

Siblings: At CNHS, we understand the importance of families and the convenience of having siblings attend the same school. Therefore, we employ a Sibling Preference Policy that gives siblings of currently enrolled student's preference in the enrollment process. A sibling is defined as:

- a brother and/or sister who reside in the same household and share a common parent, or
- are legally adopted by the same parent, or
- is the legal responsibility of the same adult/parent.

Cousins, grandchildren, nieces, nephews, and/or unrelated children sharing the same address with a current CNHS student, and who do not meet any of the above criteria, are not considered siblings. A step-sibling must be legally adopted by the step-parent making application in order to qualify as a sibling under our Sibling Preference Policy. Proof of legal adoption/legal responsibility will be required at the time of enrollment. Failure to provide documentation of adoption/responsibility will result in the child's acceptance to CNHS being rescinded.

A separate Enrollment Application must be completed for each sibling. If a separate Enrollment Application is not received for each sibling, that sibling will not qualify for the Sibling Preference Policy. If there are more sibling applications for a specific grade than there are available openings in that grade, a sibling lottery will take place. The results of that lottery will remain in effect and the siblings ranked in the order drawn for as long as that sibling continues to apply for enrollment at CNH, however, a new application must be submitted



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each year in order to remain ranked in order on the sibling waiting list. New sibling applications will be placed on the waiting list in order of receipt, behind those siblings already ranked. If there is more than one sibling applying for the same grade, there will be a lottery held among those sibling applicants to determine placement on the sibling waiting list. The Sibling Preference Policy is dependent upon available grade openings and does not guarantee enrollment for each sibling.

Late Acceptance

In order to ensure full enrollment, spaces that become available and are offered to candidates on the waiting list during the summer months will require a shorter turnaround time between notification of acceptance and confirmation from families accepting or declining the offer. This timeline becomes even more condensed as the beginning of the school year approaches and once school is in session. We will assume that all families who have made application to CNHS have explored our website, attended an Open House/school tour, had all of their questions answered at that time, and are prepared to make an informed decision in regard to City Neighbors High School being a good fit for their family.

* Any child of a Founder, as designated by the Board, is automatically given an available space if they indicate interest.

* *Does not apply to children of staff of City Neighbors Charter School or City Neighbors Hamilton.

***Does not apply to siblings of students who attend City Neighbors Charter School or City Neighbors Hamilton.



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IMPORTANT DATES AND TIMES

Enrollment Applications accepted for 2012/2013 School Year	December 1, 2011 through February 17 th , 2012 @ 3 PM
Application Deadline	February 17, 2012, 3:00 PM
Acceptance letters mailed	March 1, 2012
Acceptance Confirmation due from Parents/Caregivers	March 30, 2012

Please keep this page for reference.