

2950 Memphis Street, Philadelphia, PA 19134



phone: (215) 291-4709 fax: (215) 291-4754

Memphis Street Academy Charter School Enrollment Policy

A. Applying for Admission

Families can obtain and submit an application for admission online at ApplyPhillyCharter.org or apply via the Apply Philly Charter toll-free number, 1-800-891-3999. Families are welcome to visit Memphis Street Academy Charter School (“MSA”) for assistance, and families will be provided with information on how to apply and, subject to availability, a computer or tablet to access ApplyPhillyCharter.org. The online application is available for translation into Spanish and several other languages. The toll-free number has customer service representatives who can assist families in multiple languages and includes after-hours support. MSA will provide reasonable accommodation if an individual requests to submit an application in person. Paper applications are not available and MSA will not accept or enroll any applicant whose application is not recorded through the Apply Philly Charter system.

The application process only involves submitting the application form by the deadline. No interview, school tour, information session, or fee is required.

Once the application is submitted, the applicant will receive an email or text message confirmation. Applicants who are unable to provide an email address will receive confirmation of their application submission via postal mail to the address recorded on the application.

All complete applications submitted after the closing of the application window may be offered admission to MSA in the order received only after MSA has exhausted the waiting list of students whose applications were received by the deadline.

B. How Is Application Data Stored?

In accordance with applicable laws (FERPA, PPRA, COPPA), applicant data is maintained through the Apply Philly Charter system. Applicant data will not be shared with any schools to which the applicant did not apply.

C. Lottery

If more applications are received than there are seats available for any grade, Memphis Street will conduct a randomized lottery through the Apply Philly Charter system in order to determine which applicants will be offered a seat for enrollment. Apply Philly Charter will manage lottery data for Memphis Street.

All remaining students that were NOT selected in the lottery will be placed on the waiting list in order of the lottery results.

The family of each applicant will be notified by Apply Philly Charter via email of application and lottery results, including their child's position on the waitlist (if not selected in the lottery). A family will be notified of application and lottery results by mail or telephone if they indicate that they cannot be reached through email.

Any student who applies after the Apply Philly Charter application deadline will be placed on the waiting list after those students who applied before the application deadline on a first come first served basis.

New waitlists are generated each school year. If an applicant is not accepted, he or she must reapply for the next school year.

We do not require school-wide re-enrollment paperwork for each school year. All students currently enrolled and attending Memphis Street Charter School automatically re-enroll for the following school year.

If a Charter School makes an offer to an applicant off of the Waitlist, the Applicant will have two (2) weeks from the date of offer to accept the seat offer. MSA may extend this time period on a per-applicant basis. Offers made off the waitlist may be subject to a different acceptance period based on the time or year the offer is being made. MSA will abide by the policy guidelines outlined in the User Manual for waitlist offers.

MSA is required to have applicants accept Current Year seat offers on Apply Philly Charter from the time period of July 1 through the end of the Application Window. MSA shall refer to and abide by the guidelines outlined in the User Manual for management of Current Year applications on Apply Philly Charter.

D. Lottery Preferences

Priority in the lottery will be given to applicants as follows:

First Priority: Students residing within MSA's attendance zone, which can be found by entering your address into the following website: https://webapps1.philasd.org/school_finder/.

Second Priority: Siblings of students currently enrolled in and attending Memphis Street are given preference in the lottery for available seats. In order to be eligible for the sibling preference, the applicant must be related to a current student in one of the following ways: 1.) has a shared legal guardian or there is shared legal custody of both students by a common individual or 2.) is a half sibling, step sibling, or biological sibling. Residing at the same address as a current student alone does not make an applicant eligible for the sibling preference. In order to be eligible, applicants must indicate the sibling preference on their application. Memphis Street will not retroactively apply sibling preference for anyone who did not request the sibling preference at the time of application prior to the application deadline. Memphis Street reserves the right to determine if a student is eligible for sibling preference. Siblings of currently enrolled students will be placed on a priority list before the lottery. Preference will be extended from newly enrolled students to their siblings, provided that all siblings seeking enrollment submitted applications prior to the application deadline and indicated the sibling relationship on the original application. Once the sibling selected in the lottery has submitted complete enrollment paperwork to the school, any of his/her eligible siblings will then be placed at the top of the waiting list (by the lottery order of the not-yet-enrolled sibling if more than one such applicant is on the waiting list at a time).

Third Priority: Children of parents who have actively participated in the development of Memphis Street, as determined by the CEO.

E. Confirming Enrollment

It is important to understand that being selected in a lottery is only one step involved in enrolling at MSA. All seat offers must be accepted on Apply Philly Charter directly by the applicant’s family. In circumstances involving equity of access, the applicant’s family may grant MSA permission to accept the seat on the family’s behalf directly on Apply Philly Charter.

The next step involves submitting the required documents by the proper deadline or your spot will be forfeited. Once a family accepts a student’s seat, they will be sent an enrollment packet. The enrollment packet will require submission of the below items

The only required material to continue the enrollment process is as follows:

- Proof of Age
- Proof of Residency
- Record of Required Immunizations
- Parental Registration Statement
- Home Language Survey

These five items above are the only required material to continue the enrollment process. Students who submit these five required documents by the enrollment deadline are considered enrolled for the 2026-27 school year (see table below).

DATE	ENROLLMENT PROCESS
September 19, 2025	Apply Philly Charter application window opens
January 20, 2026	Apply Philly Charter application window closed
February 04, 2026	Apply Philly Charter admissions lottery held
February 06, 2026	Families notified of lottery results via phone, email, text message and/or standard mail

The enrollment packet may be submitted to Memphis Street by:

- Mailing them to or dropping them off at 2950 Memphis St., Philadelphia, PA 19134
- Email to: MSAenrollment@ap-schools.org
- Fax to: (215) 291-4754

Families of incoming students will be provided thirty (30) days to submit their enrollment packets. Failure to meet this deadline forfeits your spot at Memphis Street. Exceptions will be made only for families with language barriers, and only when those families face extenuating circumstances.

