



Application Instructions

Where Do I Get An Application?

Applications for Admission are available in English, Spanish and French and can be downloaded on school's website at www.drlenaedwardscharterschool.org

Applications can also be obtained from Dr. Lena Edwards Academic Charter School, 509 Bramhall Ave., Jersey City 07304.

Where to Submit Applications; Who May Submit an Application;

Applications can be submitted to Dr. Lena Edwards Academic Charter School, 509 Bramhall Ave., Jersey City 07304. Attn: Admissions Dept. Applications can be hand-delivered to the same address.

For the current school year (23-24)

Applications can be submitted online at www.drlenaedwardscharterschool.org. PIN number: 23-24.

Applications from the previous year cannot be carried over beyond the school year applied for.

For the academic school year (24-25)

Applications can be submitted online at www.drlenaedwardscharterschool.org. PIN number: 24-25.

Applications from the previous year cannot be carried over beyond the school year applied for.

Jersey City Residents; Non-Residents:

Jersey City residents and non-residents may apply to DLEACS. Jersey City residents will receive preference.

Kindergarten Cut Off;

Kindergarten applicants for **2024-2025** will only be valid if your child will turn five on or before October 1, 2024. Kindergarten applicants with siblings enrolled in DLEACS are exempt from the Lottery.

Application Deadline: (FOR KINDERGARTEN STUDENTS):

Applications must be received on or before 5:00 pm Thursday, February 8, 2024.

Lottery Date:

FOR KINDERGARTEN STUDENTS ONLY is scheduled for **Thurs., February 22, 2024.**

The Lottery drawing will be held at Dr. Lena Edwards Academic Charter School at 6:00 pm in the school cafeteria, 509 Bramhall Ave., Jersey City, 07304. **(Your presence is optional).**

Application Deadline: (FOR GRADES 1-8):

Applications must be received on or before 5:00 pm Thursday, March 9, 2024.

Lottery Date:

FOR INCOMING 1ST GRADE – 8TH GRADE STUDENTS ONLY is scheduled for **Thurs., March 23, 2024.** The Lottery drawing will be held at Dr. Lena Edwards Academic Charter School at 6:00 pm in the school cafeteria, 509 Bramhall Ave., Jersey City, 07304. **(Your presence is optional).**



509 Bramhall Avenue Jersey City, NJ 07304 * (201) 433-5300 * Fax: (201) 433-0935

Enrollment paperwork is due 30 days from the highlighted date you have written below.

Today's Date ____/____/____

REF# _____

Application for Admission 2024-2025 Charter Schools are free, open-enrollment public schools that are required by law to serve all students. Charter schools shall be open to all students on a space available basis and shall not discriminate in their admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, special needs, proficiency in the English language, or any other basis that would be illegal if used by a school district.

If your child requires additional services, please provide documentation to our school team for review.

Name: _____

Gender: ____ Age ____ Date of Birth ____/____/____ Race/Ethnicity _____

What grade is the student applying for in the 2024-2025 school year? _____

(Grades 1-8 applicants only) Was the student promoted to the next grade or retained in the 2023-2024 school year?

Circle one: Promoted Retained

Names of siblings (siblings only) _____

What school is your child transferring from?

School Name: _____

City & State: _____

Reason for Transfer: _____

Do you live within 2 miles of Dr. Lena Edwards Academic Charter School? Yes / No

Student Address _____

(Number/Name of Street)

(Apt. #)

(City/State)

(Zip Code)

Mailing Address _____

(Number/Name of Street)

(Apt. #)

(City/State)

(Zip Code)

FAMILY INFORMATION (Complete all lines or mark "N/A")

Emergency/Secondary Contact

Check one: __ Parent __ Step-Parent __ Legal Guardian

Check one: __ Parent __ Step-Parent __ Legal Guardian

Full Name: _____

Full Name: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Work Phone: _____

Work Phone: _____

Email Address: _____

Email Address: _____

Sibling Policy: Preference is given to siblings of enrolled students (N.J.S.A 36A-8c). Please list any siblings (brothers/sisters) applying for or enrolled at Dr. Lena Edwards Academic Charter School this year.

Sibling 1 Name _____ Grade in 2023-2024 _____

Sibling 2 Name _____ Grade in 2023-2024 _____

Sibling 3 Name _____ Grade in 2023-2024 _____

Student Enrollment Paperwork



- Step 1- Provide Proof of Residence** (Lease or notarized letter from the homeowner)
- Step 2- Provide a Copy of a Current Utility Bill in Your Name** (This is in addition to the proof of residence. If you do not have utilities in your name, please provide a notarized letter from the homeowner/landlord stating the utilities are provided through them)
- Step 3- Provide Your Child's Most Recent Report Card** (Grades 1-8 Only)
- Step 4- Provide a Copy Child's Birth Certificate**
- Step 5- Universal Form AND Immunization** (BOTH forms Required from child's physician)
- Step 6- Signed letter for Child Study Team** (if applicable)
- Step 7- DLEACS Application** (Return this document WITH the paperwork listed- for copying purposes, please do not staple documents) **If all documents are approved an acceptance letter will be issued**
- Step 8- Transfer In/Out Slip from Child's Home Jersey City Public School or Current Charter School** (Please Present Them Your Acceptance Letter Last Document Required. Do not submit the "Student Transfer Request Form")

