



# 2025-2026 Student Application Process

## I. SUBMIT APPLICATION

Enrollment Applications can be completed online at [www.urbanacademypgh.org/admissions](http://www.urbanacademypgh.org/admissions). If you have any questions, you can reach our Admissions Coordinator, Ms. Jessica Williams, at 412.361.1008 ext 242 or by email at [jwilliams@urbanacademypgh.org](mailto:jwilliams@urbanacademypgh.org).

## II. IF YOU HAVE APPLIED DURING OPEN ENROLLMENT (OCTOBER 7<sup>TH</sup> THROUGH March 13<sup>TH</sup>)

- i. The lottery will be conducted on March 13, 2025, during our monthly Board of Trustees Meeting at 6:00 pm. All interested are encouraged to participate virtually.
- 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 20, 2025.
- iii. If your scholar was selected via lottery, you will be contacted with instructions on how to complete enrollment. Please note that acceptance does not guarantee enrollment.
- iv. There will be a mandatory school orientation for all new and returning families in August 2025.
- v. Sibling preference and PPS residency will be given during all lottery application periods.

## III. IF YOU APPLY AFTER NOON ON MARCH 13, 2025

- i. Your student will automatically be placed on the Urban Academy waiting list in order of appropriate time stamp.
- ii. If an opening becomes available, you will be contacted immediately
- iii. If you are invited to finalize enrollment, 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 YEARS 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 PERIOD

FOR MORE INFORMATION ON ENROLLMENT PLEASE CONTACT:

MS. JESSICA WILLIAMS  
ADMISSIONS COORDINATOR  
412.361.1008 ext. 242  
[JWILLIAMS@URBANACADEMYPGH.ORG](mailto:jwilliams@urbanacademypgh.org)