



## Guide to Education Programs for Out-of-School Youth



Paving Pathways to Educational Success

# Guide to Education Programs for Out-of-School Youth (OSY)

(Revised April 2007)



Project U-Turn is a citywide campaign to focus public attention on Philadelphia's dropout crisis and to design strategies and leverage investments to resolve it.

**1-877-TURN-180**  
**[www.projectUturn.net](http://www.projectUturn.net)**

This guide is produced by the Philadelphia Youth Network, in support of the Project U-Turn Collaborative. As a catalyst for collective action, the Philadelphia Youth Network makes connections among individuals, organizations and systems. We increase capacity and resources in order to provide world-class preparation so our City's youth can thrive in a regional and global economy.



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## Table of Contents

Section	Page No.
<a href="#">Overview</a>	4
<a href="#">Program Chart</a>	5-8
<a href="#">Description of Program Types (Multiple Pathways)</a>	9
<a href="#">Educational Programs</a>	10
<a href="#">Educational Options Program</a>	10
<a href="#">Dual Enrollment</a>	11
<a href="#">Accelerated High Schools</a>	11
<a href="#">Charter High Schools</a>	13
<a href="#">Re-enrolling in a Traditional High School</a>	14
<a href="#">The GED</a>	19
<a href="#">Programs Run by Community-Based Organizations</a>	20
<a href="#">Literacy Centers and Resources</a>	32
<a href="#">Social Support Services</a>	35
<a href="#">Postsecondary and College Resources</a>	36
<a href="#">How You Can Help</a>	37

### What is the Guide to Education Programs for Out-of-School Youth?

The Guide to Education Programs for Out-of-School Youth is a resource guide containing helpful hints and descriptions of organizations, programs, and services for out-of-school youth who are looking to reconnect to education. This guide provides information on more than 50 programs that provide high school diplomas, literacy instruction, GED preparation, and other services; the guide also includes additional resources and websites about social support services and postsecondary college opportunities.

Please keep in mind that the descriptions do not include all information and resources available. While we have tried to provide as complete a list as possible, programs do change from year to year. To receive the most complete and up-to-date information, we strongly urge you to contact individual programs with the phone numbers, fax numbers, and email addresses provided. Also note: our intention is not to support or advocate for the specific professional agencies and programs listed in this guide. Inclusion does not imply our endorsement, nor does absence imply our disapproval. If you know of a program that serves out-of-school youth that was not included in this program guide, please let us know how we can reach the director of the program so we can include these programs in future guides.

### Who can benefit from using this guide?

- Youth who have dropped out of school or who have graduated, but need additional educational support
- Parents, guardians, and other family members of out-of-school youth
- Youth development practitioners
- Out-of-school youth advocates
- Youth-serving organizations
- Literacy agencies
- School personnel and other educators

### How do I use this guide?

This guide is organized in two ways. After this FAQ's section, there is a chart which summarizes all of the programs listed in this guide by the services they offer, when they offer them, their requirements, and their location. If you know what kind of program you are interested in joining, you can use this chart to see which programs might work best for you. The chart will direct you to the page where each program is described in this guide. If you are not sure what kind of program you are looking for, a list of brief explanations the various types of program is given after this chart. Read through these descriptions to see which section of the guide you might want to read. These sections then provide brief explanations of the different kinds of opportunities that exist in Philadelphia.

### How do I join a program that I find in this guide?

Start early and call ahead – being accepted into a program requires that you coordinate a wide variety of activities, from calling ahead to filling out applications. Some of these take time – don't get discouraged if you can't start classes right away in the program you like best. The most important step to getting started is calling programs and setting up an appointment to go speak with people about their program.

### What if I didn't get admitted into the program I like best or the program is full?

Some programs have long waiting lists or admit students through a lottery system; some have minimum requirements of youth, such as a certain number of high school credits or an age limit. If you are not admitted into the program you like, check out some other programs and call them right away. There may be more than one program that can help you meet your goals, so don't get discouraged if you need to call more than one program before beginning.

Program Chart														
	Accelerated High Schools	Center for Literacy, Inc.	Community College of Philadelphia	Congreso de Latinos Unidos	Traditional High School	E <sup>3</sup> Centers	Educational Options Programs	Gateway to College	Greater Philadelphia Urban Affairs Coalition	Hope Charter School	Indochinese American Council	OIC Learning Opportunities Center	The Philadelphia Mayor's Commission on Literacy	Youth Build Philadelphia Charter School
<b>Program Offerings:</b>													*Provides referrals to GED and adult education programs citywide*	
High School Diploma		✓	✓	✓							✓	✓		
GED		✓	✓	✓		✓			✓		✓	✓		
Adult Basic Education (ABE)		✓	✓	✓							✓			
Literacy instruction		✓				✓						✓		
English as a Second Language (ESL)	✓				✓		✓	✓		✓				✓
Social Support Services	✓					✓		✓		✓	✓			✓
<b>Program Structure:</b>														
Night Classes		✓	✓			✓	✓				✓	✓		✓
Day Classes	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓		✓
<b>Program Requirements:</b>														
8 <sup>th</sup> Grade (or above) Literacy								✓						
Must have at least 8 credits							✓							
Must have at least 13 credits								✓						
At least Age 17	✓					✓	✓	✓						✓
Other Restrictions (see Program Description)					✓			✓						✓
<b>Location(s)</b>	Many	19143	19130	19133	Many	Many	Many		19107	19138	19141	19122	19103	19122
<b>See Page Number</b>	<a href="#">11</a>	<a href="#">32</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">14</a>	<a href="#">32</a>	<a href="#">10,33</a>	<a href="#">11</a>	<a href="#">25</a>	<a href="#">13</a>	<a href="#">25</a>	<a href="#">28</a>	<a href="#">33</a>	<a href="#">13</a>

	Achievement House Charter School	Adult Basic Career Development Foundation	Adult Education Program at the Library for the Blind and the Physically Handicapped	Asian Social Service St. Thomas	Attic Youth Center	Byron Story Foundation Alternative Education Violence Prevention Program	The Cardinal Bevilacqua Community Center	Caring People Alliance	Cedar Grove Church ESL Program	Chinese Christian Church and Center	Christian Stronghold Baptist Church Educational Services Ministry	Community Learning Center	Community Women's Education Project	Counseling or Referral Assistance	Covenant House PA	Diversified Community Services Life Skill Center	Emanuel Institutional Baptist Church
<b>Program Offerings:</b>																	
High School Diploma	✓	✓	✓	✓							✓	✓	✓		✓		✓
GED		✓	✓		✓		✓	✓			✓	✓	✓	✓	✓	✓	
Adult Basic Education (ABE)		✓		✓			✓		✓	✓	✓	✓	✓				
Literacy instruction						✓					✓	✓	✓				
English as a Second Language (ESL)																	
Social Support Services		✓		✓	✓		✓	✓		✓			✓	✓	✓		
<b>Program Structure:</b>																	
Night Classes	✓			✓	✓	✓		✓			✓	✓	✓		✓		✓
Day Classes	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Program Requirements:</b>																	
8 <sup>th</sup> Grade (or above) Literacy																	
Must have at least 8 credits																	
Must have at least 13 credits																	
At least Age 17																	
Other Restrictions (see Program Description)			✓	✓				✓							✓		
<b>Location</b>	Online	19105	19107	19145	19102	19130	19125	19103	19121	19107	19131	Many	Many	19124	19123	19146	19121
<b>See Page Number</b>	<a href="#">13</a>	<a href="#">20</a>	<a href="#">20</a>	<a href="#">20</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">21</a>	<a href="#">21</a>	<a href="#">21</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">23</a>	<a href="#">23</a>	<a href="#">23</a>	<a href="#">24</a>

	ESL Bilingual Program at South Philadelphia High School	Even Start Family Literacy Program	Friends Neighborhood Guild	Germantown Settlement Adah Lewis Beacon Center	Greater Philadelphia Federation of Settlements	Horizon House Rehabilitation Services, Inc.	Immaculate Heart of Mary Center for Literacy	Institute for Study of Civic Values	Intercultural Family Services, Inc.	Jewish Employment Vocational Studies:	JEVS Center for New Americans	Korean Community Development Services Center	LaSalle University Adult Learning Program	The Lighthouse	Lutheran Settlement House	Memorial Presbyterian Church of Fox Chase	Nationalities Service Center
<b>Program Offerings:</b>																	
High School Diploma		✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓		
GED		✓	✓	✓	✓	✓		✓					✓	✓	✓		
Adult Basic Education (ABE)	✓	✓	✓		✓		✓		✓		✓	✓	✓	✓	✓	✓	✓
Literacy instruction		✓					✓								✓		
English as a Second Language (ESL)																	
Social Support Services		✓		✓		✓						✓		✓	✓		
<b>Program Structure:</b>																	
Night Classes		✓	✓	✓	✓	✓			✓		✓	✓		✓	✓		✓
Day Classes	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
<b>Program Requirements:</b>																	
8 <sup>th</sup> Grade (or above) Literacy																	
Must have at least 8 credits																	
Must have at least 13 credits																	
At least Age 17																	
Other Restrictions (see Program Description)		✓				✓						✓					
<b>Location</b>	19148	19130	19123	19138	19103	19104	19120 19143	19142	19104	19103	19111 Darby	19120	19141	19133	19125	19111	19107
<b>See Page Number</b>	<a href="#">24</a>	<a href="#">33</a>	<a href="#">24</a>	<a href="#">24</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">33</a>	<a href="#">25</a>	<a href="#">25</a>	<a href="#">28</a>	<a href="#">26</a>	<a href="#">26</a>	<a href="#">26</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">27</a>	<a href="#">27</a>

	New World Association of Emigrants from Eastern Europe	North Light Community Center	Orleans Technical Institute	Pennsylvania School for the Deaf	Project H.O.M.E.	Proyecto Sin Fronteras – Open Borders Project	Sisters of Saint Joseph Welcome Center	Southeast Asian Mutual Assistance Associations Coalition, Inc.	St. Vincent's Learning Lab	Temple University's Center for Research in Human Development & Education	Temple University's Center for Social Policy & Community Development	Temple University's Pan-African Studies Community Education Program	Tolentine Community Center	United Communities Southeast Philadelphia	Urban Bridges of Episcopal Community Services	YMCA Adult Education and Technology Center	Youth Empowerment Services
<b>Program Offerings:</b>																	
High School Diploma				✓	✓				✓	✓		✓	✓	✓	✓	✓	✓
GED		✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Adult Basic Education (ABE)	✓					✓	✓	✓	✓				✓	✓	✓	✓	
Literacy instruction				✓	✓				✓	✓	✓					✓	
English as a Second Language (ESL)																	
Social Support Services		✓	✓	✓			✓	✓			✓		✓	✓		✓	✓
<b>Program Structure:</b>																	
Late Afternoon/ Evening Classes	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Day Classes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
<b>Program Requirements:</b>																	
8 <sup>th</sup> Grade (or above) Literacy																	
Must have at least 8 credits																	
Must have at least 13 credits																	
At least Age 17									✓								
Other Restrictions (see Program Description)		✓		✓													
<b>Location</b>	19152	19127	19103 19111	19144	19130	19140	19134	19139	19144	19122	19122	19122	19148	19148	19120	Many	19122
<b>See Page Number</b>	<a href="#">27</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">28</a>	<a href="#">28</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">29</a>	<a href="#">29</a>	<a href="#">29</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">30</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">31</a>	<a href="#">31</a>



## Description of Program Types (Multiple Pathways)

There are many different types of programs and services available to out-of-school youth who would like to build their skills, prepare for the workforce, or get a high school degree. The following are brief descriptions of the different groups of programs presented in this guide. If you know exactly what you are looking for in a program, the chart of programs may be useful for you; if you are not sure exactly what you want, reading these descriptions may help you to decide which section of this guide to look at first.

### Educational Options Program

This is a diploma-granting program that is offered at 10 public high schools from 3:00 pm – 6:00 pm Monday through Thursday during the school year. Students must have 8 high school credits and be at least 17 years old in order to enroll. Students can earn up to two credits every 9-week quarter.

### Dual Enrollment

Gateway to College has partnered with the Community College of Philadelphia to offer a special year-round program to eligible 16-20 year olds who have dropped out of school. Students who are accepted into the program earn credits towards an associate degree or certificate while earning their high school diploma. Students must be able to read and write at an 8<sup>th</sup> grade level and must be able to finish their high school degree by the age of 22.

### Accelerated High Schools

These are alternative high schools for out-of-school youth who are over-age and under-credited. Accelerated schools are very similar to charter schools, using innovative teaching strategies to engage students in ways that traditional high schools may not. These schools enroll students with as few as 0 credits and they are designed to provide individualized, year-round instruction.

### Charter High Schools

These high schools are similar to public high schools in that they almost always have the same hours during the day, run on a school year (no summer classes), and usually offer grades 9-12; they are also similar to accelerated high schools in that they have considerable flexibility in how their teachers work with students to improve their educational achievements. These schools are each unique, so it is difficult to summarize them; if you are looking for an alternative high school setting, you may want to look at the charter schools offered in the city.

### Re-enrolling in Traditional High School

Out-of-school youth who would like to return to a neighborhood or citywide high school can do so until their 22nd birthday. If this is the way you would like to reconnect and you have questions about how to go about re-enrolling with the School District of Philadelphia, check out this section for answers to frequently asked questions about getting transcripts, transferring schools, and other related issues.

### The GED

For students who, for any reason, do not want to attend classes but still want a high school degree, the GED might be a reasonable option. Students who are 18 or older (or 16 and 17 in some special cases) can take the GED test and if they pass, are awarded a high school degree. There are many programs around Philadelphia that offer classes and study guides to help future test-takers prepare in order to successfully pass the exam.

### Programs run by Community-Based Organizations

A large number of the programs listed in this guide are run by community-based organizations (CBO). These programs offer a variety of services, including literacy instruction, GED classes, adult basic education, and social support services. Most CBO-run programs do not offer programs that lead to a high school degree.

### Literacy Centers & Resources

For students who are struggling to obtain their goals because they have difficulty with reading and writing, there are a number of programs and resources designed specifically to work with low-literacy youth and adults to bring these skills up to a more functional level.

## Educational Options Program (EOP)

The EOP (which used to be the Twilight Schools) is an alternative academic program offered by the School District of Philadelphia. The program runs in the late afternoon, generally from 3:00 pm until 6:00 pm on Monday – Thursday during the school year. Students take two classes each quarter and earn credits towards a high school diploma.

### What You Need to Know:

- Students must be 17 to enroll in an EOP, though there is no upper age limit.
- Students must have at least 8 credits in order to enroll in an EOP
- Students in EOP earn one credit per course successfully completed. For courses that students have previously taken a class at a high school but did not pass, students earn the credit in one 9-week quarter at EOP; for courses that a student has not taken at a high school, students must complete two 9-week quarters to earn credit for the course.

### Further Information:

EOP is run by the School District of Philadelphia's Office of Secondary Education.

440 North Broad Street  
Philadelphia, PA 19130  
(215) 400-4230  
(215) 400-4231 (fax number)  
Office Hours: Monday-Friday, 3:30 – 6:30 pm (during the school year)

EOP is offered at the following 10 high schools. Please contact the individual school for more information on their program availability.

Bartram  
(Southwest Philly)  
2401 S. 67<sup>th</sup> Street  
(215) 324-9440

Northeast  
(Northeast Philly)  
1601 Cottman Ave.  
(215) 728-5801 ext. 2600

Edison  
(Central East Philly)  
151 W. Luzerne Street  
(215) 324-9440

Olney  
(North Philly)  
100 W. Duncannon Avenue  
(215) 466-3014

Frankford  
(Lower Northeast Philly)  
5000 Oxford Avenue  
(215) 537-2519

Overbrook  
(West Philly)  
5898 Lancaster Avenue  
(215) 581-5507 ext. 2600

Germantown  
(Northwest Philly)  
40 E. High Street  
(215) 951-4004

South Philadelphia  
(South Philly)  
2101 S. Broad Street  
(215) 952-6220

Gratz  
(Central Philly)  
1798 W. Hunting Park Avenue  
(215) 227-4408

William Penn  
(Central Philly)  
1333 N. Broad Street  
(215) 684-5900

## Dual Enrollment

A small group of youth in Philadelphia who are trying to reconnect to educational options may qualify for a unique dual enrollment opportunity. One program, Gateway to College, allows qualifying out-of-school youth to earn credits towards their high school diploma while earning credits towards an associate's degree at the Community College of Philadelphia at the same time.

### What You Need to Know:

- There are strict admissions requirements for this program:
  - students must be between the ages of 17 and 21;
  - students must already have at least 13 high school credits; and
  - students must demonstrate literacy at the 8<sup>th</sup> grade level or higher
- There are a limited number of spots open. Students must apply for one of these slots, demonstrate that they meet all of the entry requirements, and go through an admissions process that involves an interview. The program only accepts students who demonstrate high motivation to succeed.

### Gateway to College

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Community College of Philadelphia  
1700 Spring Garden Street, Room M1-24, Philadelphia, PA 19130  
**Telephone:** (215) 751-8540  
**Email:** [gateway@ccp.edu](mailto:gateway@ccp.edu)  
**Website:** <http://www.ccp.edu/site/gateway/index.html>

**Services offered:** Diploma and college credits. **Gateway to College** is an educational alternative for out-of-school youth who may not have had success in other learning environments. What makes Gateway to College truly unique is that students will not only have a second chance to earn a high school diploma, but Gateway participants also earn college credits toward an associate's degree or certificate.

## Accelerated High Schools

There are a number of high schools in Philadelphia that are specifically designed for students who have not succeeded in the city's traditional high schools but who would still like to earn their high school diploma. There are four accelerated high schools, which enroll students who are at least 17 years old and have less than 8 credits; the faculty and staff at these schools work with students to speed up their achievement to keep them on track.

### What you need to know:

- All of these schools have their own admissions processes – students are not guaranteed a spot in the school.
- Also, slots in these programs are in high demand and fill up quickly. The accelerated high schools have long waiting lists and unfortunately cannot take every student who contacts them looking to enroll.

### Accelerated Learning Academy

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1200 W. Allegheny Avenue, Philadelphia, PA 19133  
**Telephone:** (215) 599-7525  
**Admissions:** (215) 559-7494

**Services offered:** High School Diploma.

### Camelot Alternative High School

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6600 Bustleton Avenue, Philadelphia, PA 19148

**Telephone:** (215) 332-3101

**Fax Number:** (215) 332-3103

**Services offered:** High School Diploma. **Camelot Schools of Pennsylvania** work in partnership with families and schools to help students recover missing credits and move closer to expected grade level.

### Excel Academy

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6600 Bustleton Avenue, Philadelphia, PA 19149

**Telephone:** (215) 332-3101

**Services offered:** High School Diploma.

### Fairhill Community High School

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2820 N. 4<sup>th</sup> Street, Philadelphia, PA 19133

**Telephone:** 215-423-1776

**Fax Number:** 215-425-1213

**Office Hours:** Monday – Friday, 8:00 AM – 3:04 PM

**Website:** <http://www.fairhillcommunity.org>

\* Call the **Office of Alternative Education of the School District of Philadelphia** at 215-400-4220 for placement.

**Services offered:** HS Diploma, where individualized student planning and instruction is based on assessment testing and prior school performance; strong attention to remedial education and special education. **Fairhill Community High School (FCHS)** FCHS is an independent public school with students of different backgrounds and is accredited by the Commission of Secondary Schools of the Middle States Association of Colleges and Schools.

### OIC Career and Academic Development Institute (CADI)

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1225 Vine Street, Philadelphia, PA 19107

**Telephone:** 215-561-0820

**Fax Number:** 215-561-0824

**Office Hours:** 7:30 a.m. - 3:30 p.m.

**Website:** <http://www.oicofamerica.org>

\* Call the **Office of Alternative Education of the School District of Philadelphia** at 215-400.4220 for placement

**Services offered:** High school diploma, case management, community service opportunities. **The Career and Academic Development Institute (CADI)** of **Opportunities Industrialization Centers of America, Inc. (OICA)** is an Alternative High School that offers a second chance to earn a high school diploma for over age and under accredited students.

### Southwest Accelerated Learning Academy

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Bartram Annex

6404 Elmwood Avenue, Philadelphia, PA 19142

**Telephone:** (215) 754-1254

**Services offered:** High school diploma.

## Charter High Schools

Another type of nontraditional high school experience is offered by charter schools, which do not have to follow all of the same guidelines as the traditional public schools. Hope Charter School and Youth Build are two charter schools in Philadelphia that offer high school enrollment to youth who have left traditional high school and would like to reconnect to a high school outside of the School District's traditional options. There is also an option for students who are interested in being educated at home via the internet through Achievement House Charter School.

### What you need to know:

- All of these schools have their own admissions processes – students are not guaranteed a spot in the school.
- Also, slots in these programs are in high demand and fill up quickly. Please contact individual programs to find out whether they have spots open.

### Achievement House Charter School

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(Administration Offices)  
1021 W. Lancaster Avenue, Suite 207, Bryn Mawr, PA 19010  
**Telephone** (toll free): (877) 570-1657  
**Fax Number:** (610) 520-1547  
**Website:** <http://www.achievementcharter.com>

**Services offered:** Diploma. **Achievement House** is an online charter school, open every day, year-round. Any Pennsylvania high school student is eligible for enrollment; a computer, printer, and internet access reimbursements are provided for every student. There is accelerated coursework available.

### HOPE Charter School

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2116 East Haines Street, Philadelphia, PA 19138  
**Telephone:** 267.336-2730  
**Fax Number:** 215-924-4273  
**Office Hours:** Monday – Friday, 8:30 AM – 5:00 PM; Year-round

**Services offered:** Diploma. **HOPE Charter School** provides an environment that is designed to meet the unique and comprehensive needs of students by utilizing small learning groups and individual interaction of students with a multi-disciplinary staff that is trained and committed to successfully educating each of these students.

### Youth Build Philadelphia Charter School (Philadelphia Youth For Change Charter School)

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1231 North Broad Street, 3<sup>rd</sup> Floor, Philadelphia, PA 19122  
**Telephone:** 215-627-8671  
**Fax Number:** NR  
**Office Hours:** Monday-Friday, 9:00 AM – 10:00 PM; School-year  
**Website:** <http://www.youthbuildphilly.org>

**Services offered:** HS Diploma. **Youth Build Philadelphia Program's (YBPC)** primary focus is on enabling economically disadvantaged youth to obtain the skills necessary to achieve economic self-sufficiency and provide leadership to their community, by completing their high school education and learning job skills through the rehabilitation of low-income housing.

**Further Information:**

For more information on local charter schools, contact:

Pennsylvania Department of Education  
Bureau of Community & Student Services  
Charter Schools  
333 Market Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Phone: (717) 705-8019  
Email: [jbaney@state.pa.us](mailto:jbaney@state.pa.us)

Charter School Directory  
The School District of Philadelphia  
Available online at [http://www.phila.k12.pa.us/charter\\_schools/](http://www.phila.k12.pa.us/charter_schools/)

Updated Information from  
The Greater Philadelphia Urban Affairs Coalition:  
Available online at <http://www.gpuac.org/csdir/newschools.html>

## **Re-enrolling in Traditional High School**

Although some youth may not want to return to the school that they left, there is the option of returning to a traditional high school in Philadelphia.

**What you need to know:**

- Any student who is not yet 22 years old has the LEGAL RIGHT to be enrolled in a public high school in the School District of Philadelphia unless they have been validly expelled.
- If a student or parent/guardian has been told that the student cannot go back to high school, please contact the School District of Philadelphia's Multiple Pathways Office at (215) 400-6700. This office will work with the student, parent/guardian, and the school to get the student re-enrolled.

**Frequently Asked Questions:**

Here are the answers to some questions you may have about re-enrolling, transferring schools, and obtaining a transcript.

**Re-enrolling in School****Where do students re-enroll in daytime classes?**

Students must go back to their neighborhood high school or the school they last attended.

**What if the student has since moved to a different part of the city?**

The student should go to his or her neighborhood school of current residency. To find out which school is the student's neighborhood school, go to <https://sdp-webprod.phila.k12.pa.us/OnlineDirectory/Directory> and click on the list of regional offices at the bottom and call the office for more information.

**What documents does a student need to re-enroll?**

Documents that can be required include the ones listed below.

- Proof of residency in the school district. Acceptable documentation includes a utility bill, rental lease, or bank account showing the residential address of the child's parent or guardian
- Proof of the child's age (examples of acceptable documentation include a birth certificate, baptismal certificate or transcript of the record of baptism duly certified and showing the date of birth, notarized statement from the parents indicating the date of birth, duly attested transcript of the birth certificate, or duly certified transcript of birth)
- Official medical records of immunization or assurance from a former school district or a medical office that the required immunizations have been done (or a required series begun) with a record to be sent as soon as possible. Immunization shall not be required for any child if a physician provides a written statement that immunization may be detrimental to the health of the child.
- Completion of a "Parent Registration Statement" about whether the student was or is presently suspended or expelled from any public or private school.

**What documents can the school district not require to re-enroll?**

The documents and information listed above are all that the school district can demand to enroll a student. The district cannot require the following documents:

- The child's Social Security number
- Picture identification
- The child's visa or immigration documents
- The Juvenile Court Order placing the child or other court records
- Guardianship papers
- The reason why the child was removed from his or her birth family

**Can a student re-enroll by him/herself or does a parent or a guardian have to be present?**

A student must be accompanied by a parent or a guardian except in the following circumstances:

- The student is 18 or older.
- The student is an emancipated minor (a person under 18 years of age who is married; or is self-supporting and has established an independent household; or has been officially declared an emancipated minor by the courts)

**How long does it take for a student to get enrolled?**

The time it takes between completing the necessary paperwork and when the student can start their first day of school varies by school. Some schools will be able to complete the enrollment process on the spot and some other schools will take several days. The district recommends that a student be enrolled and in attendance within 10 business days of the school district's receipt of the necessary enrollment documents.

**How does enrollment work for a student who has a special circumstance – such as a child living in foster care?**

Students whose birth parents live outside of the Philadelphia School District but whose foster parents live in the district have the right to attend school in the district and to be treated as if they were residents of the district for all purposes.

**What about a student living 'gratis' with relatives or family members?**

When a child whose birth parents live outside of the Philadelphia School District is living 'gratis' with a relative or family friend in the district, the child can attend school in the district if the following conditions are met: the child is living with the relative/friend continuously and not just for the school term and the relative/friend is willing to assume all personal obligations for the child related to school requirements. The public school may require the relative/friend to file appropriate legal documentation (such as court orders) to show dependency or guardianship or a sworn statement that relative/guardian meets the requirements of "gratis" guardianship (such as utility bills, employment verification and other information verifying the adult's residence and responsibility for the child).

**What about a student returning from incarceration/confinement?**

The School District of Philadelphia supports a program for students returning from confinement called RETI-WRAP (Re-Entry Transition Initiative –Welcome Return Assessment Process). RETI-WRAP is a 10-day assessment program for all students returning from court-ordered delinquent placement. This program is a collaborative effort between the School District, Family Court, Department of Human Services, Behavioral Health, and many other outside partners. For more information contact:

William Penn High School  
Room 245  
1334 N. Broad St., Philadelphia, PA 19122  
Contact person: Khary Moody  
Phone: 215-684-8075

**What about a student who is homeless?**

The law defines a homeless individual as "one who lacks a fixed, regular and adequate nighttime residence and/or who has a primary nighttime residence that is a short-term or transitional shelter, or a place not designed for / or ordinarily used as regular sleeping accommodation for human beings." Homeless children and youth may be with their family members or on their own (unaccompanied). An unaccompanied homeless youth does not need a parent to enroll him or her in school.

To the extent feasible, the homeless student should remain in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian. When a family becomes homeless during or between school years, they may elect to remain at their current school through the duration of homelessness.

The documentation normally required for enrollment (i.e. proof of address and proof of immunizations) are superseded. The student must be immediately placed on roll and school staff is required to assist the family in obtaining the necessary documentation.

Youth who are homeless are afforded certain rights and protections under federal law, and the school district has established the Homeless Children's Initiative to support homeless students and make it easier for them to attend school. For more information contact:

School District of Philadelphia  
Office of Specialized Services  
Homeless Children's Initiative  
Contact Person: Dorette Ligons-Ham  
Phone: (215) 400-4170

#### **What if a student has a complaint with a school related to enrollment?**

The student should report the issue to the regional school office. To find the student's regional office, go to <https://sdp-webprod.phila.k12.pa.us/OnlineDirectory/Directory> and click on the list of regional offices. If the problem is still not resolved, the student or parent can report their grievance to the Office of School Management. (See the end of this section for more information about pursuing a grievance).

Office of School Management  
School District of Philadelphia  
Administration Building,  
440 North Broad Street  
Philadelphia, PA 19130  
Phone: (215) 400-4220

#### ***School Transfers***

##### **Under what conditions can a student be transferred out of his/her school?**

A student may be transferred if:

- 1) The student is a victim of a documented violent crime,
- 2) The student's school has been officially identified as "persistently dangerous,"
- 3) The school has academic problems and has not made adequate yearly progress (or AYP) for two years in a row, or
- 4) For other, various reasons (see below).

##### **How do I pursue a transfer for a student who is a victim of a violent crime?**

The violence must have happened on school grounds or on a school bus or at a school sponsored event. The incident must have been reported to the police and to school officials. An application for an Extenuating Circumstances Transfer Request (form EH-36E) must be completed and can be obtained from a regional school office (go to <https://sdp-webprod.phila.k12.pa.us/OnlineDirectory/Directory> for the phone numbers for the regional offices) or from the Office of Student Placement at 215-400-4290. The signature of the student's parent or guardian is mandatory unless the student is legally independent (see above for definition). The transfer requests are reviewed case by case. The district has discretion in deciding which school a student will be transferred to; if a student or parent requests a specific school, the district may not grant their request. The District must transfer the student within 10 calendar days of receiving the application. If necessary, a student/parent can request a meeting with the Office of Student Placement.

##### **How do I pursue a transfer for a student attending an officially designated persistently dangerous school (PDS)?**

When a school has a high incidence of reported violent crimes and is officially identified as persistently dangerous, the school must notify parents/caregivers within 10 days about being on the list and their option to transfer their child(ren). (For the list of PDS schools, go to <http://www.pde.state.pa.us> and click on the K-12 Schools tab at the top, then Student Services on the left hand side, and then Dangerous Schools on the left hand side). Students can transfer at any time while the school is on the PDS list. The District must grant the transfer within 30 calendar days after the transfer application is submitted. For more information, contact the regional school office or the Office of Student Placement at 215-400-4290.

##### **How do I pursue a transfer for a student attending a poorly performing school?**

Schools that don't make adequate yearly progress (or AYP) for two consecutive years must notify parents/caregivers about the school's status and their option to transfer their child(ren). (For the list of schools that do not make AYP go to <http://www.paayp.com> and click on State Report and then Academic Achievement Report). Schools that don't make AYP for two years in a row must notify parents/caregivers before the next school year begins. The District mails materials to student's homes and holds information sessions in the second half of the school year about the impact of the AYP status and details about transferring. Transfers are granted in the summer and students start at their new school in the fall. The District provides



parents a list of schools to which their children can be transferred, but the District makes the final decision. For more information, contact the regional school office or the District's Title I office at 215-400-5798.

(*\*\*\*For more details about all of the transfers described above, go to the Education Law Center's website at <http://www.elc-pa.org> and click on Publications and at the bottom of the page click How can you transfer your child into a better public school?*).

#### **Are there any other circumstances when a student can request a transfer?**

Yes. Students are expected to attend the school within the boundary lines of the legal residence of their parent or legal guardian, but a student may attend any school in which there is room regardless of boundary lines, provided he/she can meet the entrance requirements (if the school has any) desegregation guidelines, and provided that established procedures are followed.

Given the criteria stated above, it is generally very difficult for a student to successfully obtain a transfer from his or her neighborhood school (outside of the three situations discussed above). Approvals are often limited due to the lack of space in many of the district's schools and programs.

To pursue a transfer, students must go back to their neighborhood high school or the school they last attended. In most cases, the standard High School Admissions Form is used to request the transfer. If a student is requesting a transfer to a high school that is not a regular, neighborhood school – it's either a special admission high school like Central or Masterman or a school or program that accepts students from across the city like Bok or Dobbins Area Vocational Technical – then the student will also need a copy of his or her transcript to apply. See the next section for information about how to obtain a student transcript. For a list of neighborhood, special admission, and citywide admission schools go to <http://www.philsch.k12.pa.us/offices/osm/pdf/hscolor.pdf>.

A student must be accompanied by a parent or a guardian except if the student is 18 or older or is an emancipated minor (a person under 18 years of age who is married; is self-supporting and has established an independent household; or has been declared an emancipated minor by the courts).

This transfer process takes an entire school year. The district takes requests for transfers at the beginning of the school year – usually from October through mid-November and then notifies students of its decision by mail in the spring.

#### **What if a student is pregnant or parenting and would like to transfer to a school that has an ELECT program?**

All of the neighborhood high schools have ELECT, but most of the vocational and special admissions high schools do not. A student must be enrolled at a school that has ELECT in order to participate in the program. It is usually very difficult for a student to obtain approval from the district to transfer to another school solely based on the student's desire to participate in ELECT. Nonetheless, a student can complete an Extenuating Circumstances Transfer Request (the same form used for students who are victims of crime as described above), and the Office of Student Placement will consider such a request on a case by case basis.

#### **What if a student has a complaint with a school related to a transfer request?**

The student should report the issue to the regional school office (go to <https://sdp-webprod.phila.k12.pa.us/OnlineDirectory/Directory> and click on regional offices at the bottom). If the problem is still not resolved, the student or parent can report their grievance to the Office of School Placement.

Office of Student Placement  
School District of Philadelphia  
Contact Person: LaTretta Jones  
440 North Broad Street  
Philadelphia, PA 19130  
Phone: (215) 400-4290

#### **Obtaining A Transcript**

##### **Where does a student or parent/guardian request a school transcript?**

Students typically make requests for their transcripts from their school's main office. If the transcript is needed ASAP, the request can be made directly at the district's office of School Records. See below for more details.

**What types of transcripts are available?**

Students can request two different kinds of transcripts. They can request an official transcript which will bear the seal of the Philadelphia School District and will be sent to an institution that the student designates. A student can also request a student transcript which will not bear the seal and will have the words "student copy" written on it that goes directly to the student.

**How much does a transcript cost?**

The cost of either an official or student transcript is \$10 and \$3 for each additional transcript requested.

**How long does it take to obtain a transcript?**

The turn around time is 4-6 weeks.

**What if I need to send or obtain my transcript in less than 4-6 weeks?**

The way to speed up the process is to deal directly with the district's office of Student Records. Students or parents/guardians can download the application from the [School District of Philadelphia](http://www.philsch.k12.pa.us) website and mail it to Student Records or they can go in person to the office of Student Records, which is the fastest option. The window is open from 9am - 2pm and only cashiers check or money orders are accepted. On some occasions transcripts can be prepared on site. Student Records is located at:

The School District of Philadelphia  
440 North Broad Street  
Phone: 215-875-3640

***Grievance Procedure***

If a student or parent/guardian has a complaint about any of the policies or processes described above, they should first contact the student's school, then the regional school office, and then the relevant office within the school district's central administrative office.

The Pennsylvania Department of Education has also established a "complaint" process to resolve student enrollment problems. Any person attempting to enroll a child may bring an enrollment dispute to department's School Services Unit. A complaint can be made by an initial phone call and followed up by a letter explaining the situation. Contact the:

Office of Elementary and Secondary Education  
School Services Unit  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
Phone: (717)783 - 3750

The Education Law Center also provides free legal assistance to parents, students, child advocates and advocacy groups in Pennsylvania on public education issues. Contact them at:

Education Law Center  
1315 Walnut Street, 4<sup>th</sup> Floor  
Philadelphia, PA 19107  
Phone: (215) 238 – 6970  
Web: <http://www.elc-pa.org>

**Sources:**

Educating Children "At-Risk" – A Handbook for Caseworkers, Probation Officers, and Families. Education Law Center, March 2004.

Policy and Procedure (102.0, 102.1, 102.2). School District of Philadelphia.

Personal communication between PCCY and School District of Philadelphia staff.

**Further Information:**

For a list of charter schools, go to [http://www.philsch.k12.pa.us/charter\\_schools/charter\\_directory.pdf](http://www.philsch.k12.pa.us/charter_schools/charter_directory.pdf) on the web or call (215) 299-4672 to listen to a pre-recorded list of names and phone numbers for each charter school.

## The General Educational Development (GED) Tests

The GED is an alternative high school degree that is available for young adults age 18 and older. Almost all U.S. colleges and universities accept the GED transcript for admissions purposes. GED tests are available in English, French, and Spanish editions.

### Frequently Asked Questions about the GED:

#### ***Who is eligible to take the GED in Pennsylvania?***

To be eligible to test in Pennsylvania, the test taker must be 18; a resident of Pennsylvania; and not enrolled in a public, licensed private, registered accredited, or licensed nonpublic secondary school.

#### ***Are there any exceptions?***

An applicant between 16 and 18 years of age must meet at least one of the following criteria to qualify for testing. A court order or written request on company letterhead must be produced from one the following:

- The test taker must be offered a job and must have written proof from the employer
- The test taker must have been admitted into a college or university with the condition that the applicant submit passing GED test scores
- The test taker must have been accepted into a branch of the Armed Services for which a high school degree is required
- Within 90 days of anticipated release or discharge, the director of a state institution may request testing for residents, patients, or inmates.

#### ***What is the GED diploma?***

Instead of receiving a high school diploma, people who take the GED and earn a passing score are issued a Commonwealth Secondary School Diploma by the State.

#### ***What is the minimum passing score?***

Pennsylvania requires a total score of 2250 points to pass the GED. Each of the five individual test scores can be no lower than 410 points.

#### ***Is retesting allowed?***

Test takers who do not score enough points to pass may take the test again. An individual can only take the test three times a year because there are only three different forms of the test.

#### ***Where can I prepare to take the test?***

Free GED preparation classes are available throughout the city of Philadelphia and elsewhere in the State of Pennsylvania. Check the chart at the beginning of this guide to find the programs that offer GED preparation here in the city. For most places, you will need to talk to somebody at the program to find out more information about class times and locations. You can also prepare for your GED using the internet, workbooks, and/or videos. This is a good option for people who cannot attend a class due to family obligations, transportation issues, or work schedules, as well as for those who prefer not to attend class. Some of the programs listed in this guide can supply you with these kinds of tools for preparing for the exam.

#### ***Where can I take the test?***

The test is given at over 150 sites throughout Pennsylvania. The test is not given online. Contact information for test sites in Philadelphia is listed under "Further Information."

### Further Information:

If you have additional questions about *the GED test in general* (but not individual test preparation programs), you can call the Pennsylvania Department of Education at (717) 787-5532.

If you would like more information about *how to prepare for the GED*, check out which programs offer GED preparation and contact those you are interested in to talk about attending classes or getting tips on how to study for the test.

If you would like more information on *actually taking the test*, you can contact one of the following GED Testing Sites here in Philadelphia:

<b>Community College of Philadelphia (CCP)</b> 1700 Spring Garden Street Philadelphia, PA 19110 (215) 751-8848	<b>District 1199c Training and Fund</b> 100 S. Broad Street Philadelphia, PA 19110 (215) 568-2220	<b>School District of Philadelphia</b> (Benjamin Franklin High School) (215) 299-3383	<b>Temple University</b> Broad & Berks Streets Philadelphia, PA (215) 204-8613
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## Programs Run By Community Based Organizations (CBOs)

There are many programs in the city of Philadelphia offered through independent, community-based organizations which provide academic services for youth. This section will provide the name, contact information, and a brief description of the services offered by some of these programs. Although this list is not exhaustive, it does provide information on a number of programs that may be able to help youth reconnect to education. As always, please use the contact information provided to get more details from programs that sound like they might fit your needs.

### Adult Basic Career Development Foundation

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1735 Market Street, Suite A-536, Philadelphia, PA 19105

**Telephone:** 267-971-1929

**Office Hours:** Monday – Friday, 8:00 AM – 3:04 PM; Sept. - June

**Website:** <http://www.abcdfoundation.org>

**Services offered:** ABE/GED Preparation, Adult Literacy Program, ESL. The **ABCD Foundation** provides career development skills and temporary housing for adults, at-risk children, youth in college access preparation, the learning disabled, and those with limited English proficiency

### Adult Education Program at Library for the Blind and Physically Handicapped

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919 Walnut Street, Philadelphia, PA 19107

**Telephone:** 215-683-3213, 800-222-1754

**Fax Number:** 215-683-3211

**Office Hours:** Mondays – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.library.phila.gov/lbh/lbh.htm>

**Services offered:** ABE instruction; One-on-one tutoring and GED test preparation. The **Adult Education program** at the **Library for the Blind and Physically Handicapped** offers ABE and GED to individuals who are blind or visually impaired, physically handicapped or learning disabled.

### Asian Social Service St. Thomas

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1719 Morris St., Philadelphia, PA 19145

**Telephone:** 215-334-2312

**Fax Number:** 215-755-9369

**Office Hours:** Monday-Friday, 9:00 AM – 5:00 PM; Year-round

**Services offered:** ABE; ESL. **Asian Social Service** helps Asian immigrants and refugees to obtain the basic understanding and communicative skill of the new language, and to enter the work force to pursue self-support in the new social environment.

### Attic Youth Center

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255 South 16<sup>th</sup> Street, Philadelphia, PA 19102

**Telephone:** 215-545-4331

**Fax Number:** 215-545-5774

**Office Hours:** Monday – Friday, 1:00 – 9:00 PM; Year-round

**Website:** [http://hometown.aol.com/phaedrusoo/attic\\_homepage/page2.html](http://hometown.aol.com/phaedrusoo/attic_homepage/page2.html) (temporary website)

**Services offered:** A GED tutor or assistance is provided, as needed. Call for more programming times. No cost for all programs and services. The **Attic Youth Center** is a drop-in center for Lesbian, Gay, Bisexual and Transgender (LGBTQ) youth and their friends, ages 13-23.

### Byron Story Foundation Alternative Education Violence Prevention Program

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1646 Ridge Avenue, Philadelphia, PA 19130

**Telephone:** 215-769-8544

**Fax Number:** 215-769-8667

**Office Hours:** Monday – Friday, 9:00 AM – 6:00 PM;

\* Year-round Wednesday evenings, 9:00 AM – 8:00 PM

\* Hours are different during the Summer Camp

**Website:** <http://www.byronstoryfnd.com>

**Services offered:** Basic Literacy Instruction. The **Byron Story Foundation** helps youth in Philadelphia who attend public schools to reach a higher level of spiritual and social development to enhance their lives.

### The Cardinal Bevilacqua Community Center of the Archdiocese of Philadelphia and Catholic Social Services

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2646 Kensington Avenue, Philadelphia, PA 19125

**Telephone:** 215-426-9422

**Fax Number:** 215-426-9426

**Office Hours:** Monday – Friday 8:30-4:30 p.m.

**Website:** <http://www.familyservices-phl.org/cardinalenglish.html>

**Services offered:** Youth GED; ESL. The mission of the **Cardinal Bevilacqua Community Center (CBCC)** is to provide social, cultural, educational and enrichment services & programs, consistent with human dignity and family life.

### Caring People Alliance

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Teen Parent Education and Employment Program (TPEEP)

1819 JFK Blvd., Suite 220, Philadelphia, PA 19103 (Central Office)

**Telephone:** 215-545-5230

**Fax Number:** 215-545-4358

**Office Hours:** Monday-Friday, 7:00 AM – 6:00 PM; Year-round

**Website:** <http://www.caringpeoplealliance.org>

**Services offered:** GED (Teen Mother's Program). **Caring People Alliance (CPA)** CPA seeks to empower Philadelphia children and youth to become positive citizens, decision-makers and leaders by providing them, their families and their elders with high quality, community-based programs and services that promote character building, educational achievement, healthy lifestyles and teamwork.

### Cedar Grove Church ESL Program

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411 East Tabor Road, Philadelphia, PA 19120

**Telephone:** 215-455-3456

**Fax Number:** 215-455-3487

**Office Hours:** \* Monday – Friday, 8:30 – 3:30; Year-round

**Services offered:** ESL. **Cedar Grove Church ESL Program** is a multicultural church with a strong interest in missions and children. They are associated with the IFCA international and Cedar Grove Christian Academy.

### Chinese Christian Church and Center

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225 North 10<sup>th</sup> Street, Philadelphia, PA 19107

**Telephone:** 215-627-2360

**Fax Number:** 215-627-1325

**Office Hours:** Monday – Friday, 10:00 AM – 4:00 PM; Year-round

**Website:** <http://www.cccnc.org/>

**Services offered:** ESL. **Chinese Christian Church and Center's** primary objective is to provide outreach programs according to the needs of the community, in keeping with a Christian mission.

## Christian Stronghold Baptist Church Educational Services Ministry

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4701 Lancaster Ave., Philadelphia, PA 19131

**Telephone:** 215-877-1530

**Fax Number:** 215-878-7470

**Office Hours:** Monday – Friday, \* 8:00 AM – 7:00 PM; Year-round  
\* Christian Stronghold closes at 5:00 PM on Friday

**Website:** <http://www.christianstronghold.com>

**Services offered:** ABE/GED; ESL; Adult Literacy Program. **Christian Stronghold Baptist Church Educational Services Ministry's** mission is to expand the family of God for the purpose of glorifying God.

## Community College of Philadelphia

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Adult Basic Literacy Education (ABLE) Program; GED, ABE, and ESL classes

1700 Spring Garden Street, Suite 303, Philadelphia, PA 19130 (Main Campus)

**Telephone:** 215-751-8250

**Fax Number:** 215-972-6396

**Office Hours:** Monday – Thursday, 8:30 AM – 5:00 PM; School-year

**Website:** <http://www.ccp.edu>

**Services offered:** GED; ABE; ESL. **ABLE** provides academic foundation skills that are goal-oriented, provides student-centered services to adult population of diverse background, and is committed to meeting individuals' needs so students can participate more fully in a changing society.

## Community Learning Center

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2801 Frankford Avenue, Basement Level, Philadelphia, PA 19134-40

**Telephone:** 215-426-7940

**Fax Number:** 610-328-4826

**Office Hours:** \* Mon. – Thurs., 8:30 AM – 9:00 PM; Year-round

\* Hours and days of operation vary from program to program

**Website:** <http://www.communitylearningcenter.org>

**Services offered:** GED; ABE; ESL. **Community Learning Center's (CLC)** mission is to help adults develop literacy skills so that they can enrich their own and their families' lives, increase economic independence, and effect positive change in their communities.

### Program Locations:

CLC offers literacy classes in four locations in the North Philadelphia/Kensington area. Please call or visit [CLC web site](#) for class schedule (exact time and days).

<b>Main Site (Community Women's Education Project [CWEPE] Building)</b> 2801 Frankford Ave. & Somerset (Market-Frankford El or 5 Bus) * Two evening ABE/GED classes are offered Mon & Wed, or Tues & Thurs	<b>St. Philip's Church</b> F & Tioga Street (89 Bus) * ESL evening classes and ABE/GED classes are offered, Tues and Thurs, 9:00 AM – 12 Noon	<b>Richmond Library</b> Almond & Indiana Tues and Thurs, 10:00 AM – 1:00 PM ABE/GED classes	<b>McPherson Library</b> Kensington & Indiana Mon and Wed, 10:00 AM – 1:00 PM
<b>Maria de los Santos (MDLS)</b> 5th & Allegheny (60 Bus and 47 Bus) * ESL classes are offered Mon & Thurs mornings	<b>Mann Older Adult Center</b> 5th & Allegheny (60 Bus and 47 Bus) * ESL classes are offered Mon & Thurs afternoons	<b>Samuel Recreation Center</b> Tioga & Gaul Mon and Wed, 1:15 – 4:14 PM ABE/GED classes	

### Community Project

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2801 Frankford Avenue, Philadelphia, PA 19134-40

**Telephone:** 215-426-2200

**Fax Number:** 215-426-3284

**Office Hours:** Monday-Friday, 9:00 AM – 10:00 PM; School-year

**Website:** <http://www.cwep.org>

**Services offered:** GED; ESL; ABE Family Literacy. **The Community Women's Education Project (CWEP)** provides adult education classes along with essential support services, to provide preparation for and access to family-sustaining jobs and post-secondary education to enhance the quality of life in the Philadelphia community.

### Congreso de Latinos Unidos (CONGRESO) Workforce Development Services\*

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216 W. Somerset Street, Philadelphia, PA 19133

**Telephone:** 215-763.8870

**Fax Number:** 215-291.0561

**Office Hours:** Monday-Friday, 8:30 AM – 5:00 PM; Year-round

**Website:** <http://www.congreso.net>

**Services offered:** GED, Spanish GED (with ABE); ESL. **Congreso** Its primary mission is to strengthen Latino communities through social, economic, education, and health services; leadership development and advocacy.

### Counseling or Referral Assistance (CORA)

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Neumann Center

1000 Orthodox Road, Philadelphia, PA 19124

**Telephone:** 215-535-2957

**Fax Number:** 215-535-8744

**Office Hours:** Monday-Friday, 8:30 – 4:30; Year-round

**Website:** <http://www.coraservices.com>

**Services offered:** GED preparation classes. **Counseling or Referral Assistance (CORA)** services is a nonprofit, non-sectarian social service organization, whose mission is to enrich the quality of life for children, families, and the community by offering counseling and educational programs that promote respect and dignity.

### Covenant House PA

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417 Callowhill Street, Philadelphia, PA 19123

**Telephone:** 215-923-8350

**Fax Number:** 215-923-8370

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round  
24-Hours Shelter

**Website:** <http://www.covenanthousepa.org>

**Services offered :** GED; ABE. **Covenant House** is a non-profit multi-service agency whose Mission is to serve runaway, homeless and at risk youth under 21.

### Diversified Community Services Life Skill Center

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1226 South Broad Street, Philadelphia, PA 19146

**Telephone:** 215-336-1111

**Fax Number:** 215-336-1017

**Office Hours:** \* Mon – Fri, 9:00 AM – 5:00 PM; Year-round

\* Days of operation are different in the summer; Class hours are 10:00 AM – 2:00 PM, Year-round

**Services offered:** GED Preparation Classes and tutorial support. **Diversified Community Services – DCS** The mission of DCS is to enable children, youth and families to realize their fullest potential and achieve self-sufficiency in safe neighborhoods.

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**Emanuel Institutional Baptist Church**

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1730 North 22<sup>nd</sup> Street, Philadelphia, PA 19121

**Telephone:** 215-7631168

**Fax Number:** 215-763-1186

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Services Offered:** ABE.

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**ESL – Bilingual Program at South Philadelphia High School**

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Broad Street and Snyder Avenue, Philadelphia, PA 19148

**Telephone:** 215-952-6220 ext 2171

**Fax Number:** 215-551-2275

**Office Hours:** Monday – Friday, 8:00 AM – 3:04 PM; Sept – June

**Services offered:** ESL classes are offered at 4 different levels. Please call for more information. The mission of **ESL – Bilingual Program at South Philadelphia High School** is to serve English Language Learners by helping them develop to their full potential and adjust to life in America.

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**Friends Neighborhood Guild**

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Community Workforce Support and Development Center (CWSDC)

701 North 8<sup>th</sup> St., Philadelphia, PA 19123

**Telephone:** 215-923-1544

**Fax Number:** 215-923-2502

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Services offered:** GED; ABE; ESL. The **Community Workforce Support and Development Center (CWSDC)** at **Friends Neighborhood Guild** offers individualized learning programs. Instructional modules are offered several times per week.

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**Germantown Settlement Adah Lewis Beacon Center**

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6199 Ardleigh Street, Philadelphia, PA 19138

**Telephone:** 215-224-0496

**Fax Number:** 215-224-1174

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.philasafeandsound.org>

**Services offered:** GED; ABE. The goal of **Germantown Settlement Adah Lewis Beacon Center** is to provide and encourage positive development in an environment conducive to the needs of children, families and the community. The Beacon Center is geared to promoting the intellectual, social and physical development of each and every family.

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**Greater Philadelphia Federation of Settlements**

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100 N. 17<sup>th</sup> Street, 5<sup>th</sup> Floor, Philadelphia, PA 19103

**Telephone:** 215-568-5860

**Fax Number:** 215-568-5861

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.greatsettlements.org/>

**Services offered:** GED; ABE; ESL. **Greater Philadelphia Federation of Settlements' (GPFS)** mission is to enhance the human service and organizational skill capacity of network members to build stronger neighborhoods and strengthen family life.



### Greater Philadelphia Urban Affairs Coalition (GPUAC)

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1207 Chestnut Street, 7<sup>th</sup> Floor, Philadelphia, PA 19107

Telephone: 215-851-0110

Fax Number: 215-851-0514

Website: <http://www.gpuac.org>

**Services offered:** GED preparation and testing. **Greater Philadelphia Urban Affairs Coalition** partners with all segments of the Philadelphia community to ensure that every person has the opportunity for educational and economic success, and a secure and healthy life.

### Horizon House Rehabilitation Services, Inc.

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120 South 30<sup>th</sup> Street, Philadelphia, PA 19104

Telephone: 215-386-3838

Fax Number: 215-382-8042

Office Hours: Monday – Friday, 9:00 AM – 5:00 PM; Year-round

Website: <http://www.hhinc.org/>

**Services offered:** GED; ABE. **Horizon House Rehabilitation Services, Inc.**, is in partnership with individuals with disabilities their families, advocates and provides comprehensive, community-based rehabilitation services to create opportunities for those served to manage their lives through environments emphasizing individual strength and choice.

### Indochinese American Council

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4934-36 Old York Road, Philadelphia, PA 19141

Telephone: 215-457-0272

Fax Number: 215-457-0557

Office Hours: Mon-Fri, Opens year-round; 8:30 AM – 8:30 PM

Website: <http://www.iacphila.org>

**Services offered:** ABE; GED; ESL, Adult Diploma Program (ADP). Morning, afternoon, and evening classes are offered. **Indochinese American Council (IAC)** empowers multi-racial, low-income and at-risk minorities, and to promote racial harmony and cultural understanding through education, traditional arts, and personal interaction

### Institute for Study of Civic Values

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6328 Paschall Avenue, Philadelphia, PA 19142

Telephone: 215-238-1434

Fax Number: 215-238-0530

Office Hours: Monday – Friday, 9:00 AM – 5:00 PM; Year-round

Website: <http://www.iscv.org/>

**Services offered:** GED; ABE. **The Institute for the Study of Civic Values** works to strengthen democracy through youth civic engagement and get-out-the-vote campaigns in major elections.

### Intercultural Family Services, Inc.

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4225 Chestnut Street, Philadelphia, PA 19104

Telephone: 215-386-1298

Fax Number: 215-386-9348

Office Hours: Monday – Friday, 24 Hours; Year-round

Website: <http://www.ifsinc.org/>

**Services offered:** ESL. Through culturally competent services, **Intercultural Family Services, Inc.** stabilize, strengthen, and unite families and diverse communities using public and private partnerships.

### JEVS Center for New Americans (CNA)

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A.P. Orleans Vocational Center, 1330 Walnut St, Philadelphia, PA 19111

**Telephone:** 215-728-4210

**Fax Number:** NR

**Office hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** [http://www.jevs.org/refugee\\_svs.asp](http://www.jevs.org/refugee_svs.asp)

**Services offered:** ESL classes on 3-4 levels administered by professional ESL instructors.

**Location(s):** OTI has two schools to meet the needs of its students: Northeast Philadelphia and Delaware County

Northeast Philadelphia 1330 Rhawn Street Philadelphia, PA 19111	Delaware County Delaware County Assistance Office 845 Main Street Darby, PA
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### Korean Community Development Services Center

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6055 N. 5<sup>th</sup> Street, Philadelphia, PA 19120

**Telephone:** 215-276-8830

**Fax Number:** 215-224-8510

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.koreancenter.org>

**Services offered:** ABE; ESL. The **Korean Community Development Services Center (KCDSC)** was established to assist newly-arrived Asian American immigrants and refugees with cultural and language barriers in overcoming and adjusting to their new country.

### LaSalle University Adult Learning Program

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19<sup>th</sup> and W. Olney Avenue, Philadelphia, PA 19141

Benilde Hall (2<sup>nd</sup> Floor)

**Telephone:** 215-951-1804

**Fax Number:** 215-951-1411

**Office Hours:** \* Monday – Friday, 8:30 AM – 4:30 PM; Year-round

**Website:** [http://www.lasalle.edu/students/dean/umas/web/adult\\_learning.htm](http://www.lasalle.edu/students/dean/umas/web/adult_learning.htm)

**Services offered:** GED; ABE; ESL. **LaSalle's Adult Learning Program** is a ten-month program divided into Fall and Spring Semesters. Classes are held three times each week for three hours per class. The program offers both Adult Basic Education and English Literacy classes in the morning, afternoon and evening.

### The Lighthouse

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152 W. Lehigh Avenue, Philadelphia, PA 19133

**Telephone:** 215-425-7800

**Fax Number:** 215-425-6091

**Office Hours:** Monday-Friday, 7:00 AM – 6:00 PM; Year-round

**Website:** <http://www.lighthousephilly.org>

**Services offered:** GED, Pre-GED, multi-levels of English as a Second Language (ESL), and ABE classes in both English and Spanish in the Adult Education Program; There are fall, spring, and summer sessions. **The Lighthouse** offers educational, recreational and economic improvement programs that provide families and individuals the opportunity to affect positive change and improve the quality of their lives.

### **Lutheran Settlement House**

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Community Education and Employment Department (CEED)  
1340 Frankford Avenue, Philadelphia, PA 19125  
**Telephone:** 215-426-8610  
**Fax Number:** 215-426-0581  
**Office Hours:** Monday – Thursday, 8:00 AM – 6:00 PM; Year-round  
**Website:** <http://www.lutheransettlement.org>

**Services offered:** Beginning literacy (0-4<sup>th</sup> grade level), low and high level ABE, low and high level GED/ Beginning and intermediate ESL. **Lutheran Settlement House's (LSH)** primary mission is to empower individuals, families, and communities to achieve and maintain self-sufficiency through an integrated program of social, educational, and advocacy services.

### **Memorial Presbyterian Church of Fox Chase**

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7902 Oxford Avenue, Philadelphia, PA 19111  
**Telephone:** 215-745-2844  
**Fax Number:** 215-745-2205  
**Office Hours:** Monday – Sunday; Year-round  
**Website:** <http://www.foxchasechurch.org/>

**Services offered:** ESL. **Memorial Presbyterian Church of Fox Chase** provides services in keeping with its faith-based mission. That service takes the form of volunteering as well as the donation of material, facilities and fiscal resources.

### **Nationalities Service Center (NSC)**

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1300 Spruce Street, Philadelphia, PA 19107  
**Telephone:** 215-893-8400  
**Fax Number:** 215-735-9718  
**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round  
**Website:** <http://www.nationalitiesservice.org>

**Services offered:** ESL morning and afternoon classes are offered. NSC offers English as a Second Language classes both in the morning and evening hours. NSC has Beginning, Intermediate and Advanced level classes. Core courses include the following skills: reading, writing, listening, speaking, grammar, pronunciation, and vocabulary. **Nationalities Service Center** primary focus is to help immigrants and refugees participate fully in American society

### **New World Association of Emigrants from Eastern Europe**

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2218 Glendale Avenue, Philadelphia, PA 19152  
**Telephone:** 215-342-4090  
**Fax Number:** 215-745-6349  
**Office Hours:** Monday – Friday, 9:00 AM – 9:00 PM; Year-round

**Services offered:** ESL. Morning and evening classes are offered. **The New World Association of Emigrants from Eastern Europe's** primary focus is on providing services to low-income elderly refugees and their families. They also help low-income families adjust in this country, find jobs, and get services.

### **North Light Community Center**

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175-183 Green Lane, Philadelphia, PA 19127  
**Telephone:** 215-483-4800  
**Fax Number:** 215-483-6728  
**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round  
**Website:** <http://www.northlightcommunitycenter.org/>

**Services offered:** GED. Over the years, North Light has evolved from a drop-in center for boys into a multi-service center with an ever increasing mix of offerings from arts and recreation programs to employment services and emergency support.

### OIC Learning Opportunities Center

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1231 N. Broad Street, Philadelphia, PA 19122

**Telephone:** 215-236-7700

**Fax Number:** 215-236-8970

**Office Hours:** Monday – Friday, 8:00 AM – 5:00 PM; Year-round

**Website:** <http://www.philaoic.org>

**Services offered:** GED; ABE. **The Learning Opportunities Center (L.O.C.)** uses an individualized, computer-assisted, self-paced, open entry/exit instructional system to provide adult learners with literacy training, Adult Basic Education (ABE), General Education Diploma (GED) test preparation and prevocational training information.

### Orleans Technical Institute (OTI)

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1330 Rhawn Street Philadelphia, PA 19111

**Telephone:** 215-728-4700 (Headquarters)

**Fax Number:** 215-745-1689

**Office hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** [http://www.jevs.org/schools\\_svs.asp](http://www.jevs.org/schools_svs.asp)

### Jewish Employment Vocational Services (JEVS)\*

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1845 Walnut Street, 7<sup>th</sup> Floor, Philadelphia, PA 19103 (Headquarters)

\* OTI is operated by JEVS.

**Services offered:** GED preparation. **The Orleans Technical Institute (OTI)** OTI has matched trained graduates for area employers in in-demand professions, such as building trades, computers/business careers and court reporting.

### Pennsylvania School for the Deaf

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Center for Community and Professional Services (CCPS)

100 W. Schoolhouse Lane, Philadelphia, PA 19144

**Telephone:** 215-754-4770

**Fax Number:** 215-754-4792

**Office Hours:** Monday – Friday, Year-round, 8:00 AM – 4:30 PM

**Website:** <http://www.psd.org>

**Services offered:** Beginning Literacy Instruction/ABE. **The Center for Community and Professional Services (CCPS)** is a division of **The Pennsylvania School for the Deaf**. CCPS provides an extensive array of vital community services and programs for deaf and hard of hearing, their families, professionals in the field, and hearing people interested in some aspect of hearing loss.

### Project H.O.M.E.

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1515 Fairmount Avenue, Philadelphia, PA 19130

**Telephone:** 215-235-2900

**Fax Number:** 215-232-7277

**Office Hours:** Monday-Friday, 9:00 AM – 6:00 PM; Year-round

**Website:** <http://www.projecthome.org/>

**Services offered:** ABE/GED Preparation. The primary mission of **Project H.O.M.E** is to raise literacy skills, employment skills, and technology competency skills of area residents, K-6, teens, and adults.

### Proyecto Sin Fronteras – Open Borders Project

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3552 North 6th Street, Philadelphia, PA 19140

**Telephone:** 215-226-5888, 215-226-3811

**Fax Number:** NR

**Office Hours:** Monday – Friday, 9:00 – 5:00; Year-round

**Website:** <http://www.openbordersproject.org>

**Services offered:** GED; ESL. **Open Borders Project** is a nonprofit adult education initiative located in ethnically diverse North Philadelphia. We are committed to empowering local residents through language, computer and leadership courses.

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### Sisters of Saint Joseph Welcome Center

728 East Allegheny Avenue, Philadelphia, PA 19134

**Telephone:** 215-634-1696

**Fax Number:** 215-634-0760

**Office Hours:** Monday – Thursday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.ssjwelcomecenter.org/>

**Services offered:** ESL. **Sisters of Saint Joseph Welcome Center** offers opportunities that enable immigrants and others to improve the quality of their lives through access to education, support services and programs leading to self-sufficiency.

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### Southeast Asian Mutual Assistance Associations Coalition, Inc. (SEAMAAC)

Alternative Education Program (GED certification)

4601 Market Street, 2<sup>nd</sup> Floor; Philadelphia, PA 19139

**Telephone:** 215-476-9640

**Fax Number:** 215-471-8029

**Office Hours:** Monday-Friday, 9:00 AM – 10:00 PM; Year-round

**Website:** <http://www.seamaac.org>

**Services offered:** GED certification; ESL. **SEAMAAC** is a social service organization with a wide-range of education, health, human services and community development programs throughout Philadelphia.

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### St. Vincent's Learning Lab

Adult Literacy, Adult Basic Education

109 E. Price Street, Philadelphia, PA 19144

**Telephone:** 215-849-9416

**Fax Number:** 215-438-4856

**Office Hours:** Monday-Friday, 9:00 AM – 10:00 PM; Year-round

**Services offered:** GED; Literacy, ABE; ESL. Established in 1986, **St. Vincent's Learning Lab**, is a program for clients ages 17 and up living in North West Philadelphia, offering morning and evening classes in Adult Basic Education (ABE), General Equivalency Diploma (GED) preparation, and English as a Second Language (ESL) in Spanish and French.

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### Temple University – Center for Research in Human Development and Education (CRHDE)

1301 Cecil B. Moore Ave., Ritter Hall Annex, 9<sup>th</sup> Floor,  
Philadelphia, PA 19122

**Telephone:** 215-204-1518

**Fax Number:** 215-204-5130

**Office Hours:** Monday-Friday, 9:00 AM – 5:00 PM; Year-round

**Services offered:** GED; Basic literacy instruction; ABE. **The Center for Research in Human Development and Education (CRHDE) at Temple University** The Center's primary objective is to investigate the emerging and pressing problems and life challenges facing children, youth, and families, particularly those who live in economically and educationally disadvantaged circumstances.

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### Temple University – Center for Social Policy & Community Development (CSPCD)

Workforce Education for Lifelong Learning (WELL)

1601 North Broad Street, Suite 100, Philadelphia, PA 19122

**Telephone:** 215-204-8234

**Fax Number:** 215-204-3429

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.temple.edu/cspcd/>

**Services offered:** GED prep; Basic literacy instruction; Career Development. **The Center for Social Policy and Community Development of Temple University** Its mission is to serve as a bridge between the social concerns of communities and the academic and service goals of Temple University.

### Temple University – Pan-African Studies Community Education Program

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840 Anderson Hall 022-74, 1114 West Berks St., Philadelphia, PA 19122

**Telephone:** 215-204-1993

**Fax Number:** 215-204-8171

**Office Hours:** Mon-Fri, 9:00 AM – 10:00 PM; no summer hours

**Website:** <http://www.temple.edu/pascep>

**Services offered:** ABE, GED preparation. Evening classes are offered. The mission of the **Pan-African Studies Community Education Program** is to provide continuing and basic adult education services to the community at nominal cost through the cooperative efforts of the resources of the University and volunteer faculty.

### Tolentine Community Center

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1025-33 Mifflin Street, Philadelphia, PA 19148

**Telephone:** 215-389-0717

**Fax Number:** 215-389-2051

**Office Hours:** Monday – Friday, 9:00 AM – 10:00 PM; Year-round

**Website:** <http://www.tolentine.org>

**Services offered:** GED; ABE; ESL. **Tolentine Community Center** was established in 1983 to increase the level of social services available to residents throughout South Philadelphia.

### United Communities Southeast Philadelphia

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2029 South 8<sup>th</sup> Street, Philadelphia, PA 19148

**Telephone:** 215-468-6111

**Fax Number:** 215-468-5573

**Office Hours:** Monday – Friday, 9:00 AM – 7:00 PM; Year-round

**Website:** <http://www.ucsep.org/index.html>

**Services offered:** GED; ABE; ESL. **United Communities** is a non-profit agency in the settlement house tradition. Its mission is to create partnership with its various communities for social and economic justice and to foster harmony for building self-sustaining communities.

**Location(s):** UCSP currently operates 6 facilities, each of which serves as a major hub for community resources and spirit in three areas of Southeast Philadelphia:

Houston Community Center 2029 S. 8th Street Philadelphia Pa 19148	Southwark Elementary School/ 21st Century Learning Program 1835 S. 9th Street Philadelphia PA 19148
Newlin D. Fell Elementary School 9th & Oregon Ave Philadelphia, PA 19148	Southwark House 101 Ellsworth Street Philadelphia PA 19148
Sharswood Elementary School/ CIS Program 2nd & Wolf Street Philadelphia PA 19148	UCSP Beacon@Bok Technical High School Kids' Place School Readiness Program 1900 S. 8th Street Philadelphia PA 19148

### Urban Bridges of Episcopal Community Services

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101 E. Roosevelt Boulevard, Philadelphia, PA 19120

**Telephone:** 215-329-6122

**Fax Number:** 215- 329-3883

**Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM; Year-round

**Website:** <http://www.ecs1870.org/bridges.htm>

**Services offered:** ABE; GED (Pre-GED, GED preparation); Adult Diploma Program; ESL. **Urban Bridges of Episcopal Community Services (ECS)** provides educational programs for youth and adults.

### YMCA Adult Education and Technology Center

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125 South 9<sup>th</sup> Street, Suite 502, Philadelphia, PA 19107

**Telephone:** 215-400-2100

**Fax Number:** 215-400-21007

**Office Hours:** Mon-Thur, 8:00AM – 8:00PM; Fri, 8:00AM – 5:00PM

**Website:** <http://www.edtechymca.org>

**Services offered:** ABE/Pre-GED/GED Classes; ESL. The **YMCA Education and Technology Center** The vision of the YMCA Education & Technology Center is to serve adults, youth, and families throughout the city of Philadelphia through quality programming that assists them to enhance the quality of their lives by improving their Literacy, English proficiency, Employability, and Technology skills.

#### Location(s):

<u>YMCA PHILA ADULT ED NETWORK – LASALLE</u> 1900 West Olney Ave., Box 829, Philadelphia, PA 19141 Phone: 215-951-1424 Morning and evening classes are offered. GED and ESL offered.	<u>St. Paul's Lutheran Church</u> 5 <sup>th</sup> and Olney ESL: Mon & Wed, 6:30 – 8:30 PM
<u>YMCA</u> 1425 Arch Street GED: Tues. Wed. Thurs, 6-8 PM ESL: Beginner class: Mon & Wed: 5-6:30 PM Intermediate Class: Tues & Thurs, 1:30 – 3 PM ABE: Tues & Thurs, 10 – 11:30	<u>Marion Anderson Recreational Center</u> 17 <sup>th</sup> & Catherine GED: Tuesday & Thursday, 10 AM - 12 Noon Saturday, 11 AM – 2PM
<u>Lutheran Children &amp; Family Services</u> 231 N. 63 <sup>rd</sup> Street ESL: Tues & Thurs, 9:30 – 11 AM, 6:30 – 7:30 PM	<u>YMCA PHILADELPHIA ADULT EDUCATION NETWORK</u> CAP Marian Anderson Center 17th And Catherine Streets, Philadelphia, PA 19146 Phone: 215-636-5015 Morning, afternoon, and evening classes are offered.

### Youth Empowerment Services

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1231 North Broad Street, 2nd Floor, Philadelphia, PA 19122

**Telephone:** 215-769-0340

**Fax Number:** 215-769-0344

**Office Hours:** Monday-Thursday, 9:30 AM – 7:30 PM; Year-round  
Fridays, 9:30 AM – 6:00 PM

**Website:** <http://www.yesphilly.org>

**Services offered:** Pre-GED and GED courses. Youth Empowerment Services (YES) is a non-profit organization that is committed to serving out-of-school and at-risk youth, by providing opportunities for youth to learn the skills and make the changes they need to make to succeed as young adults.

## Literacy Centers and Resources

For youth who are struggling with reading and writing, there are a number of programs in Philadelphia devoted specifically to raising literacy skills.

### What You Need to Know:

- Many literacy programs do not carry credits toward a high school degree. However, skills gained in these programs are necessary for success in programs that lead to a degree or for passing the GED test.
- Increasing literacy skills takes commitment – for students to really see improvement, they must attend their classes on a regular basis and continue to work on their skills outside the classroom.
- Not all of these programs serve only out-of-school youth; if you know somebody who is struggling to read and/or write, please contact individual programs to see if they can help.

### Center for Literacy, Inc.

686 S. 48<sup>th</sup> Street, Philadelphia, PA 19143

**Telephone:** (215) 474-1235

**Fax:** (215) 472-7290

**Office Hours:** Monday-Friday, 9:00 am – 10:00 pm Year-round

**Website:** <http://www.centerforliteracy.org>

**Services offered:** ABE/GED (reading, writing and math skills); ESL; The Adult Diploma Program is available for adults age 21 and older. CFL provides a range of literacy services, including reading, writing, math, life and work skills, to help a diverse population of learners meet their needs and achieve their personal and employment-related goals.

### E<sup>3</sup> Power Centers

(Various locations)

#### Services offered:

Pre-GED; GED Prep; Literacy Tutoring. The E<sup>3</sup> centers are committed to supporting area youth in their educational, professional and personal development via the implementation of pre-placement and youth development services as well as support services for those engaged in these activities with area service providers.

#### Location(s):

All E<sup>3</sup> centers are accessible by public transportation. Call branches for evening hours.

<p>North Broad Branch (Operated by Resources for Human Development) 1231 N. Broad Street, 5th Floor, Philadelphia, PA 19122 Telephone: (215) 763-2393 ext. 13 Fax Number: (215) 763-5410 Director: Julius Jackson, Email: <a href="mailto:Julius@rhd.org">Julius@rhd.org</a></p>	<p>Girard Branch (Operated by Congreso) 1215 Germantown Avenue, Philadelphia, PA 19122 Telephone: (215) 236-5565 Fax: (215) 236-1579 Hours: Monday, 2:00 pm – 8:00 pm Tuesday – Thursday, 9:00 am – 8:00 pm Director: Stephen Schaeffer, Email: <a href="mailto:schaeffers@congreso.net">schaeffers@congreso.net</a></p>	<p>Southwest Branch (Operated by Communities in Schools Philadelphia) 2210 S. 71st Street, Philadelphia, PA 19143 Telephone: (484) 483-4746 Fax Number: (215) 727-1481 Director: Marcy Bostwick, Email: <a href="mailto:mbostwick@cisphl.org">mbostwick@cisphl.org</a></p>
<p>West Branch (Operated by The Bridge) 4111 Lancaster Avenue, Philadelphia, PA 19104 Telephone: (215) 387-2134 ext. 11 Fax Number: (215) 387-2139 Director: David Johnson, Email: <a href="mailto:davidj@phmc.org">davidj@phmc.org</a></p>	<p>Logan Branch (Operated by Warren E. Smith Health Centers &amp; the Indochinese American Council) 5201 Old York Road, Ground Floor, Philadelphia, PA 19141 Telephone: (267) 339-0240 Fax Number: (267) 457-0557 Director: Maria Thuy, Email: <a href="mailto:mariathuy@iacphila.org">mariathuy@iacphila.org</a></p>	



### **Educational Option Program**

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At South Philadelphia High School  
2101 S. Broad Street  
**Telephone:** (215) 952-6220

**Services offered:** the EOP at South Philadelphia High School focuses on students with low literacy levels who are working on earning credits for their high school degree. See the section on EOPs in this Program Guide for more information.

### **Even Start Family Literacy Program**

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400 N. Broad Street, Philadelphia, PA 19130  
**Telephone:** (215) 351-7231  
**Fax Number:** (215) 351-7398  
**Office Hours:** Monday-Friday, 9:00 am – 5:00 pm; Year round

**Services offered:** GED; ABE; ESL (Family Literacy for GUARDIANS and PARENTS only). Even Start provides the educational opportunities for children and adults by integrating early childhood and adult education for parents into a unified family program.

### **Immaculate Heart of Mary Center for Literacy**

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(various sites)

**Services offered:** ESL; literacy instruction. The IHM Center for Literacy opened in June 1989 by the Sisters, Servants of the Immaculate Heart of Mary at the request of the people of the North Philadelphia Community.

*Incarnation Site*  
425 Lindley Avenue  
Philadelphia, PA 19120  
**Telephone:** (215) 457-2232  
**Fax:** (215) 457-1328  
**Office Hours:** Monday-Friday, 9:00 am – 3:00 pm  
**Website:** <http://www.mysite.verizon.net/ihmesl/>

*St. Francis de Sales Site*  
929 S. Farragut Street, Philadelphia, PA 19143  
**Telephone:** (215) 382-0292  
**Fax:** (215) 382-4662  
**Office Hours:** Monday-Thursday, 9:00 am – 3:00 pm  
**Website:** <http://www.geocities.com/ihmlit/>

### **The Philadelphia Mayor's Commission on Literacy (MCOL)**

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(at the Free Library of Philadelphia)  
1901 Vine Street, Philadelphia, PA 19103  
**Telephone:** (215) 686-5250  
**Fax Number:** (215) 686-5257  
**Office Hours:** Monday-Friday, 9:00 am – 5:00 pm; Year round  
**Website:** <http://www.philaliteracy.org>

**Services offered:** Provides learners with referrals to community-based organizations that provide literacy, ABE, GED, ESL, and/or technology classes/services for adult (16 years and older) learners in need. Founded in 1983, MCOL was the first literacy agency in the country to be established by a local governing body to ensure that quality education was available to equip all adults in Philadelphia with the literacy skills necessary for the workforce, parenting, and community life.

**\*\*In addition to the above programs, a number of community-based organizations offer various degrees of literacy instruction. Please refer to the Program Chart at the beginning of this guide to find these programs in the Community-Based Organizations section.**

There are two additional resources that provide literacy services for individuals and organizations beyond teaching literacy skills.

## **The Reader Development Program (RDP)**

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(at the Free Library of Philadelphia )

**Telephone:** (215) 686-5347

**Website:** <http://www.library.phila.gov>

### **Services offered:**

- Identifies, reviews, and makes recommendations about adult basic education (ABE) and ESL materials. Adults can use these books to help themselves or a friend. RDP books can also be used to teach an adult education class, to run a tutoring program for people without a high school diploma, to teach job skills, or to read books on a comfortable level for pleasure and for information.
- The books cover reading, writing, math, job skills, parenting, fiction, biography, and English as a second language.
- Offers free books to students and programs.
- Selects, evaluates, and distributes the best available materials on or below an 8<sup>th</sup> grade reading level to individuals and organizations helping adult Philadelphians improve their literacy skills.
- The collection includes books for leisure reading, coping skills, employment materials and tutor training materials, in addition to a wide variety of instructional materials on reading, writing, science, social studies, math and ESL.
- This program distributes free materials to 240 ABE/ESL programs in the Philadelphia area.

## **Philadelphia Reads**

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**Website:** <http://www.phila.gov/philareads>

### **Services offered:**

- works with individuals, schools community and faith-based organizations and businesses to provide mentors, special initiatives, activities, resources and advocacy for in-school, after school, and summer programs
- a collaborative effort with the School District and Free Library of Philadelphia, and an initiative of the Office of the Mayor and an independent, nonprofit affiliate of the Greater Philadelphia Urban Affairs Coalition

### **Further Information:**

For more information on programs that may or may not be in this guide, you can use two online search databases:

#### **Philly Lit Link**

This is an online searchable database for education programs to equip adults (16 years and older) in Philadelphia with the literacy skills necessary for the workforce, parenting and community life.

<http://www.phillylitlink.org>

#### **America's Literacy Directory**

This is another online searchable database that can help you to find GED prep or ESL programs (as well as assistance with math skills) near you.

<http://www.literacydirector.org>

## Social Services Resources

We know that for many out-of-school youth, there are barriers to academic success that are not strictly related to education. Many of the programs listed in this guide offer services that go beyond academics – please check the program chart at the beginning of the guide and contact individual programs to see exactly what they can offer. You may also want to check out the following websites for information on services offered here in the city of Philadelphia.

### **Alcohol and Drug Treatment for youth in English and Spanish**

<http://www.pccy.org/publicat.htm>

### **Behavioral Health Services**

<http://philadelphia.pa.networkofcare.org>

Behavioral Health Services offers a resource for individuals, families and agencies concerned with behavioral health and mental retardation services. It provides information about behavioral health and mental retardation services, laws, and related news, as well as communication tools and other features.

### **Children's Advocacy Project of Philadelphia (CAP)**

<http://www.cap4kids.org/philadelphia/>

The mission of The Children's Advocacy Project (CAP) is to help bridge the gap between the many quality social service agencies in the Philadelphia area and the families that need their help the most. To bridge this gap, CAP aims to empower and to inform those that care for the children of Philadelphia through this web site. The CAP will assist families, health care professionals, and social service providers by furnishing the tools necessary to connect families in need to the appropriate social service agencies that serve them. Within this particular CAP's website is a comprehensive, user-friendly listing of many social service agencies that exist to improve the lives of families.

### **Education Leading to Employment and Career Training/Cradle to Classroom ELECT/CTC**

[http://www.cisphl.org/CISP/code/content.asp?page=programs\\_elect](http://www.cisphl.org/CISP/code/content.asp?page=programs_elect)

The goal of ELECT/CTC is to assist both teen mothers and fathers in completing their high school education and making successful school-to-work or school-to-higher learning transitions. It delivers specialized academic and social services to students and offers presentations and seminars during the school day in collaboration with academic, health, civic, governmental and community organizations.

### **Maternal Care Coalition**

<http://www.momobile.org>

The Maternal Care Coalition is a resource for bringing together people who care about the health and well-being of pregnant women, infants and young children, and high risk families.

### **Obtaining Health Insurance for Children and Teens**

<http://www.pccy.org/child.htm>

The Child Health Watch is an outreach, referral and advocacy project designed to raise awareness about children's health and increase the enrollment of children in publicly funded health insurance programs.

### **Youth Health Empowerment Program**

<http://www.yhep.org>

A resource for disenfranchised youth.

## Postsecondary and College Resources

Currently, there are not many websites that meet the specific needs of out-of-school youth when it comes to explaining and encouraging participation in postsecondary educational opportunities. So, don't be afraid to check these "adult-friendly" web sites for information – they may be able to help you to make important decisions about what to do after getting a high school degree.

<http://www.ed.gov>

A United States Department of Education website that includes links to all pertinent federal information about financial planning and paying for college.

<http://www.fafsa.ed.gov>

Maintained by the U.S. Department of Education, this is a comprehensive website for learning about and filing a Free Application for Student Aid.

<http://www.students.gov>

An online resource that provides additional information on student aid for college or career school.

<http://www.collegeispossible.org/index.php?module>

Designed to help adults realize their college dreams; Resources on how you can both afford and achieve your college degree while managing the challenges of family and careers.

<http://www.collegeispossible.org>

America's colleges and universities have come together to provide the latest, best information on preparing for, choosing, and paying for college. With the right help and preparation, college is possible for every American.

<http://www.collegeplan.org/bksch/bkschool.htm>

This guide will help you answer many questions about the current academic landscape, balancing work and school, and many more topics. A must-read for adults considering college.

<http://www.adultstudentcenter.com>

Going back to school after some time away? The Adult Student Center provides advice and guidance to adult students for the whole process – from choosing a school, to finding financial aid, to polishing your study skills.

<http://www.back2college.com>

News and resources for the returning student. Information on financial aid, scholarships, degree programs and curriculum (traditional and distance education), internships, and graduate school.

<http://www.ed.gov/students/prep/college/thinkcollege/edlite-index.html>

The U.S. Department of Education web site containing information on everything from the College Saving Plans Network to the No Child Left Behind education reform.

<http://www.CareerExplorer.net>

Website where teens can view career descriptions, choose a career, find a school, and get answers to financial aid, career placement, and career education questions. Free.

<http://www.vocational-schools-guide.com>

An emerging guide for students who are considering attending a vocational school, trade school, or community college in the U.S. or Canada. Students can search for programs by state or by degree program. Free to students.

<http://www.smart.net/~pope/hbcu/hbculist.htm>

This website contains web sites to all the historically black colleges and universities (HBCUs).

## How You Can Help

### Parents:

- Make sure that your children know how much school performance matters to you, and to their futures.
- If your children display dropout risk factors, bring that information to the attention of school officials and relevant social service agencies.
- Make a difference by volunteering to help the School District contact young people who are on the verge of dropping out.
- Call 1-877-TURN-180 or visit [www.projectuturn.net](http://www.projectuturn.net) for advice and referrals that can bring needed support for your children or others at-risk of dropping out; and
- Make sure you let elected and appointed officials know that resolving the dropout crisis must be a top priority.

### Young People:

- Help us understand what might be done to keep students from dropping out.
- Learn about the economic benefits of getting your diploma, and talk to your friends about why they should stay in school.
- When you learn about programs that work for you, share that information with your friends and bring them along next time.



1-877-TURN-180  
[www.projectuturn.net](http://www.projectuturn.net)