



Department of  
Education

## New York City Public School Summer Instructional Program Enrollment Guidance 2011

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### **Non-public School Students (Residents)**

Non-public school students who are New York City residents are eligible to attend summer school tuition free, provided that they meet the eligibility criteria. Information regarding eligibility criteria and registration for non-public school resident students can be found at:

<http://schools.nyc.gov/ChoicesEnrollment/SummerSchool>

Additional questions should be sent via email to [summerschool@schools.nyc.gov](mailto:summerschool@schools.nyc.gov).

### **Students Who Are New to the School System (Residents)**

Students who are new to the New York City public school system are eligible to attend summer school tuition free if they provide proof of residence and meet the eligibility criteria. For documentation requirements, visit [www.nyc.gov/schools/ChoicesEnrollment/NewStudents](http://www.nyc.gov/schools/ChoicesEnrollment/NewStudents). Students must register in person at the nearest school in their district and provide a copy of the student's report card and/or transcript from their current school. To find their local school, families should call 311 or visit [www.nyc.gov/schools](http://www.nyc.gov/schools).

Priority for summer school enrollment is given first to resident students who are currently enrolled in the New York City public school system. Students will be accommodated on a "*space-available*" basis. The availability of space is a local decision made at the school level. **These students should not be sent to an Enrollment Office.**

### **Students Visiting for the Summer (Temporary Residents)**

Students who are not registered in the New York City public school system, and will not be enrolled in the New York City public school system in September 2011, are eligible to attend summer school tuition free if they provide proper residency documentation and meet the eligibility criteria. For documentation requirements, visit [www.nyc.gov/schools/ChoicesEnrollment/NewStudents](http://www.nyc.gov/schools/ChoicesEnrollment/NewStudents). Schools should register these students for summer school. Students must register in person at the nearest school in their district and provide a copy of the student's report card and/or transcript from their current school. Priority for summer school enrollment is given first to resident students who will continue to be enrolled in the New York City public school system in September 2011. Students will be accommodated on a "*space-available*" basis. The availability of space is a local decision made at the school level. **These students should not be sent to an Enrollment Office.**

### **Non-residents**

Students who do not reside in New York City are eligible to attend summer school provided that they meet the eligibility criteria and pay tuition. Priority for enrollment is given first to resident students. Non-residents should not be enrolled unless all resident students can be accommodated. Students will be accommodated on a "*space-available*" basis. The availability of space is a local decision made at the school level.



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Non-resident parents/guardians of students who need to attend summer school should bring a completed [non-resident application](#), along with a copy of the child's report card to the nearest school in their district for registration.

If the school is able to accommodate the non-resident applicant, the principal should complete the school information section on the enrollment form and sign it.

The registering parent is responsible for forwarding the signed application form, along with payment, to the Bureau of Non-Public School Payables, 65 Court Street, Room 1503, Brooklyn, NY, 11201. Questions regarding non-resident fees can be directed to the Bureau of Non-Public School Payables at 718-935-4789.