

NYC EARLY EDUCATION CENTER PROGRAM CANDIDATE LIST (PCL)

User Guide for NYC Early Ed Centers for viewing and students with offers in SEMS (Student Enrollment Management System).

Office of Student Enrollment
June 2015

ACCESSING SEMS



- The SEMS webpage is www.semsnycdoe.com/sems
- Enter your User ID and password log in.
- If you forget your User ID or password, contact the SEMS Help Desk at 718-935-2986 (open 8am – 6pm, Monday – Friday)

A screenshot of the SEMS login page. The page has a blue header with the "Student Enrollment Management System" logo on the left and the "NYC Department of Education" logo on the right. Below the header, there is a "Contact Us" link. The main content area features a large image of a smiling teacher interacting with three young students. Overlaid on the left side of this image is the text "School Staff and Administrators" in a large, blue, sans-serif font. Below this text is a paragraph: "Welcome to the Student Enrollment Management System (SEMS). SEMS is designed to support school staff and administration as they manage enrollment processes for all grade levels, from Pre-K to HS." At the bottom of the page, there is a white login box containing the text "Login:" followed by two input fields labeled "User ID:" and "Password:". To the right of these fields is an orange "Login" button. Below the "Password:" field is a link that says "Forgot Password?".

ACCESSING THE PCL



- The Program Candidate List (PCL) contains information about families who have listed your site as one of their application choices.
- In early June, students with offers will also be indicated on the PCL.
- Click on “Go to The PCL” to access the list of applicants.
- If there is more than one site associated with your account, you will see each site listed separately.

A screenshot of a web interface for the Program Candidate List (PCL). The title "Program Candidate List (PCL)" is centered at the top. Below it, the text "You can view the following PCL(s)." is displayed. Underneath, there is a placeholder text "Your NYCEEC Site Name and Program Code Here". At the bottom left, the link "Go To The PCL" is circled in red. At the bottom right, the link "Download To Excel" is visible.

Program
Candidate List (PCL)

You can view the following PCL(s).

Your NYCEEC Site Name and Program Code Here

[Go To The PCL](#) [Download To Excel](#)

VIEWING THE PCL PREVIEW



- A preview of your offer list will be available in early June.
- Click on the Pre-K Match Preview button on your PCL screen.
- The PDF list will have a list of students who will receive offers to your NYCEEC.
- Once the preview period is over, offers will show on your PCL directly.



Program Candidate List									
Master List					EECVL				
Legend: <input type="checkbox"/> New to PCL <input type="checkbox"/> Current Candidate									
ROW #	PRIORITY GROUP	STUDENT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	DAY PHONE	ADDRESS	OSIS ID	OFFER	

VIEWING OFFERS ON THE PCL



- After the preview period, students with offers to your program will be indicated in the Offer column on the PCL.
- The PCL shows *all* applicants to your site and their contact info.
- Sort the list by clicking on the column headers (Student Name, Offer, etc.)
- If a student did not receive an offer to your site, the Offer column will be blank.
- The PCL Summary gives an overview of the number of applicants and number of offers made.
- All offers are made according to admissions priorities (see next page).

Legend: ■ New to PCL ■ Current Candidate									
ROW #		PRIORITY GROUP	STUDENT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	DAY PHONE	ADDRESS	OSIS ID	OFFER
0001		4	APPLICANT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	PHONE	ADDRESS	CHILD ID	
0002		1	APPLICANT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	PHONE	ADDRESS	CHILD ID	OFFER

NYCEEC ADMISSIONS PRIORITIES



Students are considered for placement at NYC Early Ed Center pre-K programs according to the following priority order:

1. Current students enrolled at the Early Ed Center as three-year-olds;
2. Siblings of current students enrolled at the organization;
3. Students whose families currently receive other social services from the organization operating the Early Ed Center pre-K program;
4. Students whose home language is not English and is one the Early Ed Center specializes in serving;
5. All other students.

FREQUENTLY ASKED QUESTIONS



How do I get SEMS access for another employee at my site?

To request a SEMS account, contact the Division of Early Childhood Education at EarlyChildhood@schools.nyc.gov. Provide the name, email address, title, and phone number of the person who needs access, as well as the site name, site address, and site ID.

How did the NYCDOE decide who received offers to my program?

All offers are made according to standard admissions priorities for NYCEECs. Current students attending the NYCEEC as three-year-olds receive the highest priority for admission.

How many students will receive offers to my program?

The number of offers made will not exceed your total full-day pre-K seats. If you did not receive enough offers for all your full-day pre-K seats, it is due to low applicant demand. You will be able to fill seats throughout the summer.

Why didn't some of my current students who applied get offers to my program?

In some cases, a family who applied to your site may have ranked other programs higher on their application, and so may have received an offer elsewhere instead (e.g. to their zoned district school).

In some cases, there may have been more applicants marked as current students (highest priority group) than seats available; in this case, offers were made randomly among applicants in the current student priority group.

How do waitlists work?

All applicants will automatically be waitlisted for any program that was ranked higher on their application than where they receive an offer. For example, if the student receives an offer to their third choice program, they will automatically be waitlisted for their first and second choice programs.

Waitlists will be available in SEMS starting on June 22, 2015. A step-by-step guide to managing waitlists and making waitlist offers will be provided to all NYCEECs in mid-June.

IMPORTANT CONTACTS



SEMS Home Page:

www.semsnycdoe.com/sems

SEMS Help Desk:

718-935-2986 (8am – 6pm, Mon – Fri)

Office of Student Enrollment:

718-935-2009 or ES_Enrollment@schools.nyc.gov

Division of Early Childhood Education:

212-374-0351 or EarlyChildhood@schools.nyc.gov

Pre-K for All Outreach Team:

212-637-8000 or Pre-K@schools.nyc.gov