

Pre-Registration and Waitlist Management Guidelines for NYC Early Education Centers

To: NYC Early Education Centers
From: Amar Rajwani, Director of Pre-K Admissions, Office of Student Enrollment

CC: Rob Sanft, Chief Executive Officer, Office of Student Enrollment
 Sarah Kleinhandler, Deputy Chief Executive for Elementary Admissions, Office of Student Enrollment
 Sophia Pappas, Chief Executive Officer, Division of Early Childhood Education

Date: June 2015
Re: Pre-Registration and Waitlist Management for 2015-2016

As a follow-up to the Admissions Guidelines document sent to all pre-K providers in March, this additional set of guidelines provides detailed information about the pre-registration and waitlist management processes. The following aspects of pre-K admissions are covered:

- I. Pre-K Offers Timeline
- II. Understanding Placement Offers
- III. Pre-Registration Procedures
- IV. Special Student Populations
- V. Waitlist Management
- VI. Contact Information

As you read through the information, please feel free to reach out to the Office of Student Enrollment at ES_Enrollment@schools.nyc.gov with any questions.

I. Pre-K Offers Timeline

Date (2015)	Activity
Early June	Providers can view their offers in SEMS and Pre-KIDS Offer letters sent to families
June 26	Pre-registration ends (deadline for families to accept offers)
June 27	Waitlists open in SEMS; providers can make offers to fill available seats Families can ask to be added to waitlists at programs of interest

II. Understanding Placement Offers

Who Will Receive Offers?

Families who applied for pre-K will receive a single offer letter from the NYCDOE in early June. You will be able to view a list of students receiving offers via SEMS and Pre-KIDS. The number of offers made for your site will be equal to the number of pre-K seats at your site. Your site may receive fewer offers if there were not enough applicants to your program.

Some students will not be able to receive an offer to any of the programs listed on their application, due to limited seat availability. In these cases, the NYCDOE will offer the family an available pre-K seat at another program as close as possible to their home address. If your site had available seats, you may see students with offers who did not initially apply to your NYCEEC.

No student is guaranteed a placement at a particular program. Current students verified by NYCEECs will have the highest priority for admissions to those programs, but these families may also have applied to other programs, and may prefer to go to those other locations.

[Click here for a step-by-step instructional guide to viewing offers in SEMS.](#)

How Should Providers Communicate with Families who Receive Offers?

After offer letters are distributed to families, you should contact all families with offers, invite them to ask any questions they have about the program, and encourage them to accept and pre-register for their offers. If families are unable to pre-register by the June 26 deadline, but would like to accept their offer, you are encouraged to make alternate arrangements to register the family on another date.

III. Pre-Registration Procedures

You are required to obtain particular documentation from families during the pre-registration period, as well as provide families with documents to complete.

Required documentation for pre-registration

1. Child's birth certificate or passport
2. Child's immunization record *
3. Two of the proof of residence documents below:

Proof of Residence Documents

- A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days
- Documentation or letter on letterhead from a federal, state or local government agency, including the Internal Revenue Service (IRS), City Housing Authority (NYCHA), Human Resources Administration (HRA), the Administration for Children's Services (ACS), or an ACS subcontractor, indicating the resident's name and address; must be dated within past 60 days
- An original lease agreement, deed, or mortgage statement for the residence
- A current property tax bill for the residence
- A water bill for the residence; must be dated within the past 90 days
- Official payroll documentation from an employer, such as a form submitted for tax withholding purposes or a payroll receipt dated within the past 60 days; a letter on the employer's letterhead will not be accepted
- Parent Affidavit of Residency (must be notarized by both parties). This form is applicable only if a parent is subletting an apartment or home or if more than one family shares a living space and there is only one leaseholder or homeowner. The parent must present a notarized "Parent Affidavit of Residency" signed both by the primary leaseholder as well as the parent affirming that the family is residing in this home.

** If the family is not able to provide the immunization records in June, you may collect the immunization record in September before the child starts school.*

If there is a question as to the adequacy of the proof of home address, or if the parent is unable to provide the appropriate documents, you should enroll the student on a provisional basis. You will then be responsible for following up with the family to verify that the child resides in New York City and is on track to receive the required immunizations by September. The child should not be turned away and shall be permitted to complete pre-registration. If you have questions regarding the adequacy of a family's documentation, please contact your designated Division of Early Childhood Education (DECE) field office.

You must also provide the following forms for families to fill out. The forms will be available in the Vendor Resources section in Pre-KIDS in early June.

1. Home Language Survey
2. Residency Questionnaire
3. Parent/Guardian Student Ethnic Identification Form
4. Short Break Parent/Guardian Notification and Consent Form* (only applicable to programs that will apply to provide a short break during the Pre-K for All day for non-program activities)

** Beginning next school-year, Pre-K for All providers may apply to schedule a short break in the middle of the day for non-program activities. If you wish to implement a short break in the middle of the day for non-program activities, you must:*

1. *Provide families with a copy of your proposed calendar and hours of operation at pre-registration.*
2. *Request parental/legal guardian written consent at pre-registration using the Short Break Parent/Guardian Notification and Consent Form.*

All documents referenced above, along with the Pre-KIDS enrollment page print-out, must be compiled into a pre-registration packet for each student. Please drop off completed enrollment packets (ordered by date of registration, *with first registration on top*) to your designated field office from Monday, June 22 through Thursday, July 2. Bring any completed packets to the field office by July 2, regardless of the number of total packets you anticipate collecting for the 2015-2016 school year. You may contact your designated DECE field office to make arrangements to drop off packets thereafter until BEDS date.

Field Office Locations

There are four DECE field offices, at the following locations:

Queens

82-01 Rockaway Blvd., Room 420, Ozone Park, NY

Brooklyn/Staten Island

1780 Ocean Avenue, 4th Floor, Brooklyn, NY

Staten Island - Satellite Office

715 Ocean Terrace, Room 147, Staten Island, NY

Bronx/Manhattan

1 Fordham Plaza, 8th Floor, Bronx, NY

A Lower Manhattan location is available by appointment for Manhattan NYCEECs. Please contact the Bronx/Manhattan field office if you would like to make an appointment to drop off enrollment packets at the Lower Manhattan location.

“Pre-K for All Commitment to Families” Handout

You must distribute copies of the “Pre-K for All Commitment to Families” document to all families attending pre-registration. The document provides an overview of the services families can expect to receive from every Pre-K for All program and describes the partnership between families and the educational community. This document will be provided separately by the Division of Early Childhood Education.

Registering Students in Pre-KIDS

During the offer period (through June 26), only students with NYCDOE offers can be registered in Pre-KIDS. When a family comes in to accept their offer and pre-register their child, you will be able to view a list of students with offers in Pre-KIDS and select the student record directly from this list to open the registration form.

The registration form in Pre-KIDS will be pre-populated with information from the student’s original SEMS application (if applicable). In order to “submit” the registration for the student (pending further documentation review), all fields must be completed, with the exception of the “Admission Date” field. The Admission Date field should be updated when the student attends their first day in the program.

Each submitted registration must be approved by staff at your designated DECE field office. DECE staff will review documentation submitted by families and pre-approve the registration. After the first day of school, you must re-submit the records for students who begin attending the program as enrollments, with Admission Date updated. DECE staff will then give final approvals for the enrollments.

[Click here for a step-by-step instructional guide to registering students in Pre-KIDS.](#)

EarlyLearn and Head Start Programs

Some NYCEECs offer ACS EarlyLearn NYC or Head Start (whether direct grantee or ACS delegate) pre-K programs and have additional eligibility requirements that incoming students must meet. If your program is one of these, families who receive offers to your programs will be encouraged to contact you to understand these requirements, before they pre-register. Families who receive offers to these programs must present adequate documentation and be certified as income eligible upon pre-registration in order to accept the offer at your site and subsequently be enrolled.

ACS EarlyLearn NYC Providers

Families who already attend your *EarlyLearn NYC* program should be re-certified as appropriate; if a family is currently eligible for your ACS Head Start program, they will remain eligible for your Head Start program and do not need to re-submit documentation.

For Child Care and Dual Eligible Programs Only

Families who receive offers to *EarlyLearn NYC* programs but do not meet the eligibility criteria may be admitted after July 31, 2015 to the program, in a classroom that has child care funded seats serving pre-K hours only, provided such a classroom exists at your NYCEEC. Because these students may not be served until after July 31st, you should keep track of these students in SEMS in the event that seats remain open, and you wish to reach them after that date. Students with offers will show in a separate section of your SEMS waitlist. Step-by-step waitlist management instructions will be provided in mid-June.

Regardless of whether a family wishes to stay your program's waitlist for possible seat openings after July 31, if a family does not meet the criteria and cannot be served, you should assist the family to complete the online Get in Touch form on the pre-K website or instruct the family to call 212-637-8000 in order to have an enrollment specialist from the Pre-K for All Outreach Team assist them to locate other available pre-K programs.

ACS will provide instruction regarding the enrollment of these "pre-k only" children, which will be allowed for Main Round providers after July 31.

Direct Head Start Providers

Families who already attend your Head Start program will automatically continue to remain eligible for those Head Start programs and do not need to re-submit documentation. If families do not meet the eligibility criteria may be admitted to the program in a classroom that serves pre-K hours only, if such a classroom exists at your NYCEEC.

If a family does not meet the criteria and cannot be served, you should assist the family to complete the online Get in Touch form on the pre-K website or instruct the family to call 212-637-8000, in order to have an enrollment specialist from the Pre-K for All Outreach Team assist them to locate other available pre-K programs.

IV. Special Student Populations

Every family with an offer should be welcomed by you and your staff and allowed to present documentation for registration. A student with an offer **may not** be turned away. This includes:

- A student with a disability (stated or perceived)
- A student with an Individualized Education Program (IEP), regardless of IEP recommendation
- A student or family that does not speak English as a native language
- A student that does or does not have a permanent residence

If you have questions about whether your program has the ability, setting, and/or resources to support a particular student based on disability, language, or any other status, please contact DECE at EarlyChildhoodPolicy@schools.nyc.gov.

Pre-K Students with Disabilities

Preschool special education services are available for children ages 3-5 who have disabilities or developmental delays that impact their ability to learn; these services are provided free of charge by the NYCDOE. Pre-K special education programs include:

- General Education setting (any NYCEEC or district school pre-K program):
 - Related services only (e.g. physical therapy, speech-language therapy, etc.)
 - Special Education Itinerant Teacher (SEIT)
- Special Class in an Integrated Setting (SCIS) – both general education and special education students
- Special Class (SC) – solely special education students

The NYCDOE will only make offers for general education seats through the pre-K admissions process. This means that NYCEECs with SCIS programming will receive only a portion of their seats via the pre-K admissions process; the special education seats will be assigned by the Committee on Preschool Special Education (CPSE), as in years past. SC seats will only be filled via CPSE assignment.

If a student with a recommendation for SCIS or SC programming receives an offer to your NYCEEC through the pre-K admissions process, and you do not offer these services, please welcome and allow the family to present their documentation, and then contact EarlyChildhoodPolicy@schools.nyc.gov for further instructions.

If you offer SCIS programming at your NYCEEC, and a child with a recommendation for SCIS receives an offer to your NYCEEC through the pre-K admissions process, please contact the appropriate CPSE so they can determine whether the student can be (re)assigned to your program. The student will not count towards your general education enrollment; you should consider the seat which was offered to be available and make an offer to a waitlisted student starting June 27.

Pre-K Students who require Medical Accommodations and / or Site Accessibility

Some students have a disability and/or health condition that does not impact their ability to learn, but does require a level of accommodation. These students are covered under Section 504 of the Americans with Disabilities Act, and may require medical administration and/or a building that is accessible.

If you have questions about how to serve a student who has particular medical and/or limited mobility needs, do not turn the family away. You should welcome the family and allow them to pre-register, and then contact EarlyChildhoodPolicy@schools.nyc.gov for additional guidance.

Students in Temporary Housing

Under the McKinney-Vento Act, students living in temporary housing have the same enrollment rights as students who are permanently housed. The Act provides that students in temporary housing are not required to produce address or date of birth documentation in order to be registered. Additionally, a student living in temporary housing may not be discharged for attendance issues.

V. Waitlist Management

Who Can Be on a Waitlist?

Students are automatically placed on the waitlist(s) for any program(s) that they ranked higher on their application than the program where they receive an offer. You will have access to view and manage your waitlist in SEMS starting on June 27. At that time, families who wish to be placed on additional waitlists may contact any pre-K program(s) of interest to have their child placed on the waitlist(s). If you have collected information from interested families before June 27, you must add those students to your SEMS waitlist once it is available.

Families are eligible to receive waitlist offers even if they accept the offer they already received.

The SEMS waitlist will be ordered according to the priority level of waitlisted students, and offers should be made in the same order. If a family's priority level has changed, you can indicate this by editing the student's information on your waitlist, which may change the order of the waitlist.

Making Waitlist Offers

On the bottom of the waitlist screen in SEMS, you will see a list of students who already received offers from the NYCDOE, and a section to record the response of each family (either Accept, Decline, Pending, or No Response). On June 27, when the waitlist becomes available in SEMS, you should complete the response section for all students who received offers. This will allow you to accurately track how many available seats there are for making waitlist offers.

As families who receive waitlist offers respond to accept or decline, their responses should also be recorded in SEMS. If remaining seats are still available, or if more seats become available as registered families change their plans, you should continue to make waitlist offers to fill available seats, contacting families in waitlist order.

If you contact a family to make a waitlist offer, and the family wishes to accept the offer, you should record that response, which will then require you to enter a deadline in SEMS by which the family must come in to pre-register. We encourage you to give the family one week to come in. If the family is unable to pre-register by the one-week deadline, but would like to accept their offer, you are encouraged to make alternate arrangements to register the family on another date.

If you contact a family to make a waitlist offer, and the family wishes to decline the offer, you should record that response, and then move on to contact the next family. If you cannot immediately reach a family to make a waitlist offer, we recommend making at least three attempts before moving on to contact the next family.

SEMS is used to manage waitlists and help you make offers, but students must be registered in Pre-KIDS once a family comes in to pre-register for their waitlist offer.

Programs without Waitlists

If your NYCEEC does not receive enough offers to fill its seats, due to a low number of applicants, your NYCEEC will also not have students automatically placed on your waitlist. You should continue actively recruiting families and may begin offering available seats on a first-come, first-serve basis starting on June 27. Students' information should be added to the SEMS waitlist, and then offers should be made to these families to fill the available seats.

A step-by-step instructional guide to waitlist management in SEMS and Pre-KIDS will be provided in mid-June.

VI. Contact Information

For more information, please feel free to contact the NYC Department of Education:

Office of Student Enrollment

718-935-2009

ES_Enrollment@schools.nyc.gov

Division of Early Childhood Education

212.374.0351

EarlyChildhood@schools.nyc.gov

Pre-K for All Outreach Team

212-637-8000

Pre-K@schools.nyc.gov