



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

## **Young Adult Borough Centers Registration Procedures and ATS Instructions**

Young Adult Borough Centers (YABCs) are full-time academic programs that operate in the evening and are designed specifically to meet the needs of high school students who might be considering dropping out because they are overage for grade or because they have adult responsibilities that make attending school in the daytime difficult. YABC students attend classes up to 5 evenings per week, and a community-based organization partner works with students at the YABC to provide tutoring, counseling, job and career development, and college preparation. Students graduate with a diploma from their home school after they have completed all course and exam requirements while attending the YABC.

The Learning to Work (LTW) program is an additional component at designated YABCs designed to strengthen career exploration and work readiness skill building for YABC students. Students will have opportunities to expand their knowledge of career options, learn career building steps, participate in a paid internship and begin to make connections to post secondary education and employment opportunities.

**Registering a student in a YABC program** involves both the student's current school and the YABC program staff. **The student must first meet with a guidance counselor at his/her current school for a counseling session and to complete the Guidance Referral Form (Y-1) and Course Requirements Form (Y-2) required for registration.** Once the first step has been completed, a student takes the completed forms along with his/her transcript and a copy of their immunization card to the YABC site where the program staff meets with the student and reviews his/her documents. If the student meets the YABC eligibility requirements, he/she will be enrolled directly at the YABC site.

To be eligible to register in a YABC program a student must:

- ✓ Be enrolled in a NYC high school
- ✓ Be 17 ½ years of age or older (students must have completed the school year in which they turn 17)
- ✓ Have earned at least 17 credits toward high school graduation
- ✓ Be in their fifth year, or more, of high school

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### Step One: To be completed by the guidance counselor at sending school

**Conduct an Individual Counseling Session at Sending School.** If the student meets the eligibility criteria (see above) the guidance counselor or appropriate school staff member must conduct an individualized counseling information session prior to filling out the required forms for YABC registration. The following topics should be included:

- ✓ Ensure the student/parent understands that the decision to transfer to the YABC program is entirely up to the student and his/her parents. **Complete Form Y-1.**
- ✓ Review issues that hindered educational progress at the current school and what will be different at the YABC.
- ✓ Review the student's transcript and the courses and exams required to earn a diploma. **Complete Form Y-2.**
- ✓ Review the YABC program sites and how to travel to the site.

Students who are under 18 years of age must have their parent or guardians sign the required forms prior to registration. The student must return to the guidance counselor with the signed documents before the referral process is completed.

The sending school will retain a copy of form Y-1 and Y-2. The student will be provided with the signed originals of form Y-1 and Y-2, a current transcript, and a copy of the student's immunization records and instructed to bring the forms to the YABC for registration.

### Step Two: To be completed by the staff at the YABC program site

**Meet with the potential student, review the documentation, and register the student on ATS using the following procedures:**

- ✓ Begin transfer process by entering 'BIOS' on the ATS blue command line (==>)
- ✓ Enter Student OSIS on 'BIOS' screen and then enter 'TRAF' or '3' on the blue command line (==>) ('TRAF' is option 3 on 'BIOS' screen)
- ✓ On the 'TRAF' screen, enter Admit code (50), Admit Reason Code (05), Admit date (i.e., enter the first day of the school semester), Grade Code (use lookup table), Official Class (must be created using ATS function 'CMOD' before students may be registered), and verify/update the student's address.
- ✓ Press F2 on 'TRAF' screen to save.
- ✓ Before finishing transfer session, use ATS function 'PARU' to verify/update parent information.

The student is now enrolled in the YABC program.

Any questions regarding registration procedures for YABC can be directed to Tom Pendleton, Office of Postsecondary Readiness [Tpendleton@schools.nyc.gov](mailto:Tpendleton@schools.nyc.gov) or (212) 374-6616.