

Expect Success

A Family's Guide to Preparing Students
for College and Careers



High
School
Grades 9-12



**Department of
Education**

Dennis M. Walcott, Chancellor

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Welcome



Dear Parents,

On behalf of the thousands of Department of Education teachers and professionals who are dedicated to serving New York City's schoolchildren, I am excited about the 2012-13 school year. Preparing your child for a bright future is our top priority, and we will progress faster when we work in partnership. This guide outlines opportunities for you to get involved in your child's education from the early years through high school.

High expectations and support are critical for our students' success. To be prepared for challenging college courses and demanding jobs, all of our students must develop strong writing, critical-thinking, problem-solving, and creative skills. Our work with the Common Core Learning Standards will enable our students to reach this higher bar.

We know that involved parents and families lead to more successful schools and better results for students. I encourage you to use this guide to become better informed and more active in your child's education. There are many ways to get involved: you can meet with your child's teacher, volunteer at your child's school, sign up for the ARIS Parent Link, and visit us online at schools.nyc.gov.

You are your child's greatest influence and most powerful advocate. Let's work together to ensure all of our students develop the skills necessary to graduate from New York City public schools ready to handle the demands of colleges and careers.

Dennis M. Walcott
Chancellor

Raising the Bar

Over the past 10 years, through the hard work of our students, teachers, school leaders, school support staff, parents, and communities, we have made substantial progress toward a system of great schools.

More School Options

Nearly 600 new schools have opened since 2002, offering families more choices for where to send their children.

Talented School Leaders and Teachers

Our talented leaders and teachers have been provided additional opportunities to learn how to further improve their instruction and support their students at a higher level.



Our schools are committed to challenging students to take on more difficult and engaging work and to supporting all students, including those with disabilities and English language learners, to reach high standards.



Success in the Classroom

For New York City public school graduates to be prepared for success after high school, they must be challenged in new ways academically and receive consistent support at home and in the classroom to develop other valuable skills and behaviors. That preparation begins in pre-kindergarten and continues through middle and high school.

Common Core Learning Standards

For our students to succeed in today's colleges and workplaces, they need to be able to think creatively, solve real-world problems, make effective arguments, and engage in debates.



The Common Core standards describe what your child needs to learn and know at every grade level—starting in pre-kindergarten—to graduate from high school prepared for college and careers.

New York City is one of the national leaders in implementing the Common Core standards. During the 2012-13 school year:

- Teachers and school leaders will expose students to even more learning experiences related to the Common Core standards.
- Students will take on more challenging assignments to accelerate their learning, deepen their conceptual understanding, and strengthen their ability to make effective written and oral arguments.

English Language Arts

Along with works of fiction such as novels and short stories, students will read more nonfiction texts such as news articles, research reports, and historical documents. They will have to develop and defend arguments by closely analyzing what they are reading. These types of writing assignments will prepare them to express their ideas clearly and persuasively.

Math

Students will focus on understanding concepts more deeply and making connections among topics instead of rushing to get a particular answer. They will have to explain how they arrived at their conclusion and respond to competing arguments. Students will also work towards being able to solve basic problems accurately and reasonably quickly—seeing beyond basic calculations and understanding the greater mathematical idea.



Colleges consider students' grade point averages (GPA), or the average of the grades students achieve in their classes, when making admissions decisions. Encourage your child to maintain an average of at least 80 or higher.

Social Studies & Science

In social studies classes, students will study history, geography, economics, government, and civics and learn how civilizations, people, and events have individually and collectively shaped the world. These lessons will help students make sense of the world in which they live and will offer them the knowledge and skills they need to be active and informed on a local, national, and global level.

In science classes, students will interact directly with the natural world and study the world that surrounds them through a hands-on, inquiry based approach to learning. High schools offer four distinct Regents science courses: Living Environment, Earth Science, Chemistry, and Physics, all of which incorporate lab work.

Arts

Students may participate in the visual arts, music, dance, and/or theater. In addition to building their skills and learning to express themselves by creating and performing their own works of art, students may:

- learn about the materials, vocabulary, and concepts of each art form;
- connect their studies to the historic, cultural, economic, and other factors that influence the arts;
- become aware of careers in the arts;
- explore New York City's diverse and rich arts resources by attending exhibits and performances at museums, theaters, and other venues in their community.

Fitness and Health

All students should receive physical education every year and engage in a wide variety of opportunities to be physically active, learn how to make healthy decisions, develop a healthy lifestyle, and experience a range of fitness activities. All students should also receive lessons on HIV/AIDS and one semester of daily health education including sexual health education. Students learn about their personal health and well-being, how to practice healthy habits, and how to avoid risky behaviors and peer pressure.

Career and Technical Education (CTE)

CTE schools integrate rigorous academic study with work-related skills in specific careers. Students participating in these programs receive instruction in an industry-related area like computer graphics, veterinary science, restaurant management, carpentry, or nursing. They will be able to graduate high school with industry-specific skills and enter postsecondary education, further industry training, and/or entry into the workforce.

Academic and Personal Behaviors

Preparing students for success in college and careers goes beyond the books. Your child must also master other skills and behaviors that lead to success in college and the workplace. These behaviors can be cultivated at home and at school and can be practiced and reinforced from early childhood through young adulthood. Here's how:

Persistence

Students stay focused on achieving future success even when they encounter setbacks along the way. Encourage your child to have a positive mindset and remain committed to his/her long-term goals, even when faced with obstacles. You can work on this skill at home by supporting your child when he/she is having trouble with a challenging assignment; push him/her to keep trying and to always do his/her best.

Engagement

Students feel a connection to their school, are involved in school activities, and have healthy relationships with their teachers and peers. Encourage your child to participate in extracurricular activities and attend school events.

Work Habits/Organizational Skills

Students work well independently, are able to manage time effectively, and check their work for accuracy. You can help your child develop these skills by encouraging him/her to begin assignments as soon as they are given and by helping him/her keep school notebooks neat and organized. Your child's notebook should have separate sections for each subject and be organized by date.

Communication/Collaboration Skills

Students work well together, express their ideas effectively, and ask for help when

needed. To help your child strengthen these skills, work together to create a phone book of classmates your child can contact to when he/she has a question about an assignment.

Self-Regulation

Students take on challenges rather than avoiding them, behave appropriately, and are able to reflect on their own conduct. You can demonstrate self-regulation for your child by showing him/her that you listen to what people have to say before saying what you want to say and you consider all sides of a problem when trying to find a solution.

Respect for All

We're doing our part to ensure all of our schools provide safe and supportive learning environments for all students. Bullying, verbal harassment, and physical violence have no place in our schools, especially when prompted by prejudice, intolerance, or fear of difference. This policy is in effect before, during, and after school; while on school property; while on vehicles funded by the Department of Education; at all school-sponsored events; and on non-school property when such behavior can affect the educational process or the school community negatively. A student who believes he/she has been the victim of bullying or intimidating behavior should immediately report the incident orally or in writing to any school staff member. All reports of bullying, harassment, or intimidating behavior will be investigated. School counselors are available to provide counseling services. To learn more, visit schools.nyc.gov/RulesPolicies/RespectforAll.

Attendance

Being in school every day is the first step to success. A student who misses just two days of school a month will miss a whole month of instruction by the end of the year. School attendance is a priority, from pre-kindergarten through high school. Students who miss school tend to have lower grades, which limits their options for college and careers. If family obligations, health conditions such as asthma, or other factors make it hard for your child to attend school, talk to your child's teacher or guidance counselor. To learn more, visit nyc.gov/EveryStudent.

A Shared Path to Success

All students should have access to high-quality, challenging instruction that will prepare them to reach their greatest potential, including college, careers, and independent living.

Our promise of equity means ensuring that all students—including those who are learning English and those who require special education services—are offered the same opportunities to prepare for success. With the 2012-13 school year, we are initiating A Shared Path to Success, a multi-phase initiative to hold all students with disabilities to high standards so they graduate from high school fully prepared for college, careers, and independent living.

Beginning Fall 2012, students with disabilities entering kindergarten, sixth grade, or ninth grade are able to attend the same schools they could attend if they did not have an Individualized Education Programs (IEP), whether that is the zoned school or a school of choice. All students with IEPs are provided with the greatest possible access to the general education curriculum and are taught in the least

restrictive environment appropriate. This means that when academically appropriate and as often as possible, students with disabilities are to be taught in the same classrooms as students without disabilities.

Research shows that the more time all students are educated together, the more likely students with disabilities are to graduate ready for college and careers. General education students benefit, too. National studies confirm that all students benefit socially and academically from learning side by side with peers of diverse abilities.

For more information on special education in our schools, speak with your child's principal, parent coordinator, or visit schools.nyc.gov/Academics/SpecialEducation.



We are committed to providing all of our students, including English language learners with access to an excellent education. A number of our schools offer bilingual programs that encourage English language learners to use their native language in the classroom as they learn English. Research shows this approach can help students learn both academic content and English faster. Additionally, speaking more than one language can be an advantage when applying to colleges. Talk to your child's school about bilingual education program options and availability.

Course Requirements for Graduation and College Readiness

Understanding exactly what it takes to earn a high school diploma is key to helping your child reach this milestone. In New York State, earning a high school diploma involves passing Regents exams in addition to accumulating 44 course credits. Staying on top of your child's academic record will help him/her stay on track toward graduation.

Examination Requirements

To graduate with a Regents Diploma, your child must achieve a score of 65 or higher on these five Regents exams:

1. Comprehensive English
2. Mathematics (any Math Regents Exam)
3. Global History and Geography
4. U.S. History and Government
5. Science (any Science Regents Exam)

To graduate with an Advanced Regents Diploma, your child must achieve a score of 65 or higher on the previously mentioned Regents exams, plus score 65 or higher on the following exams:

1. Integrated Algebra, Geometry, AND Algebra 2/Trigonometry
2. Living Environment AND Chemistry, Earth Science, or Physics
3. Languages Other Than English (LOTE) Exam

If your child is considering a City University of New York (CUNY) school after graduation, he/she will

need to achieve certain scores to demonstrate his/her readiness and avoid remedial classes. Remedial classes teach basic skills for students who are not ready to take on college-level work and are required for those who do not score high enough on college placement tests. Remedial students do not earn credits. Scoring above the minimum Regents passing rates is one way for your child to show he/she is ready for college-level work. Students entering CUNY Fall 2012, must earn at least a 75 on the Comprehensive English Regents Exam and at least an 80 on one applicable math Regents exam. Students who do not receive the minimum scores may also demonstrate their readiness for CUNY with scores on other assessments, including the SAT, ACT, or CUNY proficiency exam. See cuny.edu/academics/testing/cuny-assessment-tests/faqs.html for more information about CUNY requirements.



Credit Requirements

	Regents Diploma	Advanced Regents Diploma
	Minimum Number of Credits	
English	8	
Social Studies	8	
Global History	4	
U.S. History	2	
Economics	1	
Participation in Government	1	
Science (including lab)	6	
Life Science	2	
Physical Science	2	
Life Science or Physical Science	2	
Mathematics	6	
Languages Other Than English (LOTE)	2	6
Visual Art, Music, Dance, and/or Theater	2	
Health and Physical Education	5	
Physical Education	4	
Health Education	1	
Elective	7	3
Total	44	44

Charting the Courses

Our goal is for your child to finish high school with a diploma and the skills and knowledge needed to tackle challenging college courses and demanding jobs. Encourage your child to go beyond graduation requirements and successfully complete a tougher course load. Work with your child's school to chart the right course for him/her.

Advanced Classes

- Advanced Placement (AP) courses
- Courses for college credit such as College Now or CUNY Early College
- International Baccalaureate (IB) courses
- NYCDOE-certified College Preparatory Courses

Science and Math All Four Years

- **Science:** Encourage your child to complete 8 credits, or 4 years, of Regents-level science (only 6 credits are required for graduation), by adding an additional course from the following sequence: Living Environment, Chemistry, Physics, Earth Science, or AP Science.
- **Math:** Encourage your child to complete 8 credits, or 4 years, of Regents-level math (only 6 credits are required for graduation), by completing an additional course from the following: Integrated Algebra, Geometry, and Algebra 2/Trigonometry, or higher level.

For a full explanation of graduation requirements and diploma endorsements, visit schools.nyc.gov/RulesPolicies/GraduationRequirements.

Stay in the Know

Staying informed about your child's academic performance and behavior at school is key to making sure he/she is developing the skills he/she will need to be successful in college and careers.

The easiest way to stay updated about your child's education is to get involved at your child's school: check in regularly with your child's teacher(s), attend parent teacher conferences, volunteer at school events, and/or join the parent association. Here are a few questions you may want to ask your child's teacher during the conferences and throughout the year.

Ask about what your child is learning in school and how you can support this learning at home.

1. What is my child expected to learn, know, and do at this grade level? How will it be assessed?
2. How are the Common Core Learning Standards being used in my child's classroom? Can you explain how my child's class work is preparing him/her for college and career success?
3. What kind of work should my child be doing at home to support what is taking place in the classroom?
4. What does my child do well? What does my child struggle with?
5. What can I do to prepare my child for the next school year?

Ask about your child's attitude: A positive mindset and belief in oneself are also essential to staying on track and achieving success.

1. Does my student show a commitment to school? Is he/she attending school consistently?
2. Does my student set and strive for appropriate goals?
3. Does my student finish tasks even when he/she encounters setbacks?
4. Does my student know his/her personal strengths?
5. Does my student know the supports available to him/her?
6. Is my student able to advocate for on his/her own behalf?

If you have a question related to a non-academic issue, you should call your child's school and ask to speak to the parent coordinator.

Informed and Involved Parents and families are essential partners in preparing our students for a brighter future—you are your student's greatest influence and most powerful advocates. We expect every student to graduate from our schools ready to tackle challenging college courses and demanding jobs. But this can only happen when we all work together. Family involvement is a key component to student success in school and after graduation.

Tools for You

We have created several online tools to give you the power to track your child's academic progress and to find out what is happening at your school. Log on and discover what you need to stay in the know.

Keep a copy of your child's OSIS ID number handy. You'll need it to confirm your identity when calling the school for information.

ARIS Parent Link For personalized and updated information about your child's academic progress—including attendance and test scores—log on to ARIS Parent Link at ARISParentLink.org. You will need your child's OSIS ID number and a password. Contact your school's parent coordinator for a temporary password before logging on for the first time.

DOE website Visit the Department of Education's website at schools.nyc.gov for the latest news and announcements about the City's schools.

E-mail Alerts You can also get regular e-mail alerts about news, enrollment processes, weather-related scheduling changes, and more by signing up at schools.nyc.gov/Subscribe.

School Search Visit the Department of Education's website at schools.nyc.gov. For information about your child's school, type in the school's name in the "School Search" section.

311 If you have additional school-related questions, call 311, where a trained operator can help you.

Text Send "nycschools" to 877-877 to receive updates.

Visit schools.nyc.gov/ParentsFamilies.



Like us on Facebook at [Facebook.com/NYCSchools](https://www.facebook.com/NYCSchools) and follow us on Twitter [@NYCSchools](https://twitter.com/NYCSchools).

We have also developed extensive guides to help you navigate your child's college and career options.

- College Planning Handbook tinyurl.com/9xwukvv
- A parent's guide to Planning for Success: Supporting Transitions through High School to College and Career tinyurl.com/8mte9mh

Internet Access

This guide references several websites to find information about your child's education. If you don't have access at home, you can use the free Internet at a public library. Many schools also allow parents to use their computers for school-related information; contact your parent coordinator to learn more. And remember you can also always call 311.

Planning for the Future



In addition to getting good grades, preparing for college and career success involves considering your child's interests and goals, understanding the different paths your child might take, and helping your child gain entry into the programs and schools that best match these aspirations.

College and Career Exploration

Explore early. Talk with your child about options for after graduation and work with your child to set goals and work toward them. Take a college tour. Taking these steps will help you know exactly what it takes to get into college and find the right career.

Online resources:

- New York State Higher Education Services Corporation hesc.ny.gov/content.nsf/SFC/College_and_Career_Planning
- Career Zone nycareerzone.org
- Big Future by the College Board bigfuture.collegeboard.org/college-search
- First in the Family firstinthefamily.org

Getting In

Help your child find the assistance he/she needs to complete applications and other tasks required for acceptance into college and career programs. Work with an advisor, counselor, or teacher at your child's school to make a plan for researching, preparing, and submitting applications on time.

Money Matters

It's never too late—or too early—to start saving for college and life after high school. While financial concerns shouldn't limit your

child's future options, it is important for you to understand how much college costs and how to pay for it. New York State offers a 529 savings option called Direct Plan, which can help families save for college. It is an investment account which lets you set aside money to pay for qualified higher-education expenses, such as tuition, certain room and board costs, books, and fees. The State's 529 plan offers tax benefits that are not available with other types of savings accounts. For more information, check out the New York State 529 website at nysaves.com.

Federal and state aid will help cover the costs of college, but many pre-college costs are the family's responsibility, like application costs, standardized test fees, trips to colleges, and extra courses to prepare for standardized tests. For more information, about figuring out finances and financial aid, see page 16 of this guide.

Making the Most of Summer

The summer months are a chance for your student to look for learning opportunities outside of school, including summer jobs and internships. New York City offers many diverse experiences that will help your child discover new interests and career areas. Visit nyc.gov/html/dycd to find computer camps, science programs, performing arts programs, or other opportunities that match your child's interest. Many programs are free and others may offer scholarships.

A Closer Look at Applying to College

In addition to a strong academic record and high school diploma, you and your child will need to take additional steps for your child to be accepted to and successfully complete college.

College Readiness Checklist ✓

College and Career Exploration	
Recommended Timeframe	Task
Grade 9	Understand Regents score and credit requirements for high school graduation as well as what additional courses your child may need to take to be college-ready.
Grades 9-12	Work with your child to complete a list of potential careers. Use tools like NYC Career Zone to see how your child's interests match up with college majors and career paths.
Grades 9-12	Identify three career options and explore what further education they require. Update the list over time as your child's interests and experiences change.
Grades 9-12	Start researching colleges. Understand the different types of colleges (two-year and four-year) and degrees. Create a preliminary list of three colleges that your child is interested in and their entrance requirements (including SAT scores and GPA). Each year, update the list as your child's career interests, experiences, and achievements change.
Grades 9-12	Take at least one college tour.

Exams Required for College

Your child will probably need to take at least one college entrance test such as the SAT or the ACT to gain admission into college. Colleges often use your child's score from these standardized, national tests to judge how he/she might perform in college.

However, your child may still need to take placement exams after he/she has been accepted into college.

PSAT (Preliminary Scholastic Assessment Test): Sophomores and juniors take this test, which is designed to measure critical reading skills, math problem-solving

skills, and writing skills. It may be taken twice and is given free of charge during the school day to all NYC public school students. Your child's score may be an indicator of how he/she will do on the SAT I test and could qualify your child for potential scholarships. The College Board administers this test. For more information about this test, visit collegeboard.com/student/testing/psat/about.

SAT I (Scholastic Assessment Test I Reasoning Test): This multiple-choice exam with an essay component has a maximum score of 2400 and is designed to measure critical reading, mathematical, and writing skills. It is usually taken by students in 11th and/or 12th grade and should be taken at least twice. Colleges will usually consider your child's highest scores when making their decisions. Fee waivers and disability accommodations are available, if needed. The College Board administers this test. For more information about this test, visit sat.collegeboard.org/home.

SAT II Subject Tests (Scholastic Assessment Test II Subject Test): Typically required by more selective colleges, these tests are designed to measure your child's knowledge of a specific subject. They should be taken immediately after your child finishes taking the corresponding courses in high school. Fee waivers and disability accommodations are available, if needed. The College Board administers these tests. For more information about these tests, visit sat.collegeboard.org/home.

ACT (American College Testing Assessment): An alternative to the SAT I Reasoning Test, the ACT is offered with or without writing. The test covers English, Math, Reading, Science, and Writing, and has a maximum score of 36. Fee waivers and disability accommodations are available,

if needed. American College Testing administers this test. For more information about this test, visit act.org.

Most colleges accept both SAT and ACT scores. Your child should try sample tests and take the one that he/she is most comfortable taking. Samples are available at collegeboard.org and act.org.



Advanced Placement (AP) Exams: Students can take Advanced Placement (AP) exams at the end of AP courses and can earn a score of 1 through 5 on the tests. Colleges will often give college credit to students who score a 4 or a 5. AP courses on a high school transcript indicate to college admissions officers that a student has taken challenging classes. The College Board administers AP exams. For more information about these tests, visit apcentral.collegeboard.com/apc/Controller.jspf.

Getting In

Recommended Timeframe	Task
Grade 9	Help your child register for a professional sounding email address (For example, your child's name@gmail.com).
Grades 9-10	Make sure that your child's teachers get to know him/her. These teachers will write recommendations for your child for college, jobs, and internships.
Grades 9-10	Encourage your child to join clubs and sports teams and seek out volunteer experiences. Colleges will want to see that your child was involved in activities each year of high school, and activities will help him/her learn personal strengths and interests that will shape career goals.
Grades 9-10	Remind your child about the importance of good grades. An overall GPA of 80% or above will give your child a wide range of college and career opportunities.
Grade 10	Have your child sign up for a free account at collegeboard.com.
Grade 10	Ensure your child studies for and takes the PSAT.
Grade 10	Review your child's PSAT scores with his/her college advisor, counselor, or teacher.
Grade 10	Work with your child to sign up for SAT II subject tests (in June) for subjects in which he/she earned at least an 80%.
Grades 10-12	Help your child write a resume and practice his/her interview skills for jobs and colleges.
Grade 11	When your child receives his/her SAT scores, review them along with his/her transcript, and begin to research colleges. If you haven't started this process yet, have your child meet with a college advisor who can help him/her learn about different types of college.
Grade 11	Based on your research, make a college list that includes a handful of schools your child is more and less likely to get into. Ask your child to show it to his/her college advisor for suggestions. Visit as many schools on the list as possible.

Grade 11	Encourage your child to begin working on college essays.
Grade 11	Work with your child to sign up for an SAT prep course (starts around January).
Grade 11	Your child takes the SAT I in the spring.
Grade 11	Help your child choose the teachers whom he/she will ask for recommendations at the end of the school year.
Grade 11	Look into New York State Opportunity Programs, which help students gain admittance to two-year and four-year colleges and provide academic support, financial aid, and individual counseling. Eligibility depends on the college or university. Contact your prospective schools' admissions office for more information.
Grade 12	Your child takes the SAT I for a second time in the fall.
Grade 12	Finalize your child's college list.
Grade 12	Remind your child to request teacher recommendations from two teachers he/she has selected.
Grade 12	Help your child organize important dates for all of the colleges on his/her list. October: Submit CUNY application, including a request to send SAT scores. November: Submit SUNY applications, including supplemental materials and SAT scores. December: Submit private school applications, including essays and scores.
Grade 12	April: Review decision letters and financial aid packages with your child and college advisor and decide where to enroll.
Grade 12	May: Your child submits his/her completed registration forms to the school of choice, completes all necessary housing and medical forms, and submits any required deposit to secure his/her space.



Figuring out the Finances

While money concerns shouldn't stop you and your child from exploring all options, you do need to know how much college costs and the types of financial aid that are available to help pay for it. With financial aid and scholarships, most students can afford to go to college.

Financial Aid

The first step is for your child to apply to college. The next is to apply for financial aid. The amount of aid your child receives depends on your income, the number of people you support, and whether other members of your family are in college. You will need to file your taxes annually.

To apply for aid, you must complete the Free Application for Federal Student Aid (FAFSA) form. The FAFSA is the single most important application for need-based financial assistance. It considers your child's need and determines his/her eligibility for federal, state, and college sponsored financial aid, including grants, loans, and work-study programs. For more information, see fafsa.ed.gov. You must complete a FAFSA application for every year that your child is in college.

Additionally, many schools will also require your child to complete the CSS/Financial Aid profile. See collegeboard.com/profile for more information.

Loans

Financial aid alone might not be enough to cover the full cost of college. In that case, your child might be eligible to borrow money in the form of a loan that must be paid back. The terms of the loan depend on the lender.

Government loans—both state and federal—offer the most attractive borrowing rates

and repayment plans but might not cover all expenses. Meanwhile, private loans, available through private lending institutions such as banks, are another way to plug any gaps in funding. However, the terms and rates are not as reasonable as government loans.

Grants and Scholarships

Grant money is financial support that does not need to be repaid and is based on either merit or need. Your FAFSA form will help colleges determine if your income qualifies your child for a Pell or TAP grant, the two largest income-based grant sources.

Some colleges also award grants to students based on their academic or extracurricular record of achievement. Most schools offer some sort of scholarship aid based on academic merit, academic concentration, interests, and other criteria. The criteria will vary by school so be sure to ask each college your child applies to about its financial aid options.

Outside organizations and groups such as businesses and associations are another source for scholarships and grants.

Work-Study Program

Students with financial need might be eligible for part-time campus or community service jobs. Most students work a part-time schedule and earn money that can be used toward books and other expenses.

Private colleges and universities are often more expensive than public ones, but private schools sometimes have the ability to offer larger financial aid packages and scholarships to qualifying students.

Money Matters

Recommended Timeframe	Task
Grade 9	Familiarize yourself with the different types of financial aid, including FAFSA, grants, loans, and scholarships.
Grade 10	SAT and SAT II Subject tests cost money to take. Talk to your college advisor about eligibility for fee waivers. If your child is not eligible, begin saving money to cover the costs of the tests.
Grade 11	Work with your child and his/her college advisor to do the FAFSA4caster at fafsa.ed.gov to find out what types of financial aid that might be available for your child.
Grade 11	Help your child make a plan for paying for his/her college applications. Your child will need to have funds ready by September of his/her senior year. In 2012, CUNY costs \$65 per application and SUNY costs \$50 per application. Look up costs for private schools and determine whether you are eligible for fee waivers.
Grade 12	Start to search for scholarships with your child.
Grade 12	Complete the FAFSA by February 1. If you do not have your most recent year's taxes, complete FAFSA with the prior year's taxes and update your application when you are ready. Families should file their taxes annually to ensure they will qualify for financial aid.

Making the Most of Summer

Recommended Timeframe	Task
Grades 9-11	Work with your child to plan a summer activity that helps him/her develop college and career ready skills, such as a job, internship, classes, volunteering, or enrichment activities.
Grade 12	Remind your child to check the mail for updated information about enrolling in classes, orientation, and any required testing. Review all the letters with your child's college advisor.
After High School	Urge your child to stay in touch with his/her high school after graduation. Your child might be able to help mentor younger students through the college application process.

It's Never Too Late to Graduate

If your child is between the ages of 15 and 21 and has fallen behind in credits, it's still not too late for your child to graduate. New York City has several schools and programs to help your child get back on track to graduate and prepare him/her for life beyond high school, whether he/she begins college, work, or a training program.



Learning to Work

Many of the schools and programs listed to the right are supported by the Learning to Work (LTW) initiative. LTW assists students in overcoming some of the obstacles that get in the way of their progress toward a high school diploma. LTW offers in-depth job readiness and career exploration activities designed to enhance the academic component of select Transfer Schools and Young Adult Borough Centers (YABCs). Schools and programs with LTW include a paid internship.

Transfer Schools

Students between the ages 15 and 21 who have completed at least one year of high school are eligible to attend a transfer school. The number of credits required for entry varies by school. Students attend full time during the day to earn a high school diploma.

Young Adult Borough Centers (YABCs)

Students between the ages of 17.5 and 21, who have completed four years of high school, and have earned at least 17 credits are eligible to attend a YABC. Students attend part time and in the evening to earn a high school diploma.

GED Programs

Full-day and part-time GED preparation programs prepare students to pass the GED exam. Students must be at least 18 years old to enroll in a GED program.

For a full list of options for students who have fallen behind, visit goingforme.org.



Know Your Rights

Under federal and state law, you have certain rights as a parent or guardian. These include the rights to access your child's school, classrooms, academic and attendance records, and educational materials, as long as this access does not disrupt the school day. You also have the right to access information about and attend public meetings as well as hearings of the Chancellor, City board, community superintendents, community education councils, and schools.

If you disagree with a school decision, you may take legal action to appeal decisions or may file complaints with the Department of Education about matters affecting your child's education. Finally, you may access information about programs that allow your child to apply for admission, where appropriate, to schools outside your child's attendance zone. To read the full Parents' Bill of Rights or learn how to file a complaint, visit schools.nyc.gov/Offices/FACE or call 311.

Notice of Federal Privacy Rights

The Family Educational Rights and Privacy Act ("FERPA") gives parents and students age 18 and older certain rights with respect to student education records. The Parents' Bill of Rights and Chancellor's Regulation A-820 provide additional information, which you can see at schools.nyc.gov/RulesPolicies.

You have the right to:

1. Request, inspect and review your child's education records within 45 days of receipt of your request. You should submit a written request that identifies the record(s) you wish to inspect. Your child's school will notify you of the time and place where you may inspect records.
2. Request changes to your child's education records when you believe they are inaccurate, misleading, or otherwise violate FERPA's privacy rights. You should make requests to amend records in writing, and identify the content you want changed and the reason for doing so. If NYC DOE decides not to amend records as requested, you will be notified of your right to a hearing and of certain hearing procedures.
3. Provide written consent before personally identifiable information in your child's education records is disclosed, except in certain cases when FERPA allows disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials who need to review education records to fulfill their professional responsibility. Examples of

school officials include NYC DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members), and people whom the NYC DOE has engaged to perform services or functions for which it would otherwise use its own employees (such as agents, contractors and consultants), and who are under the direct control of the New York City Department of Education with respect to the use and maintenance of personally identifiable information from education records.

Another exception permitting disclosure without consent is disclosure, upon request, to officials of another school district in which your child seeks or plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.

4. File a complaint with the US DOE if you believe the NYC DOE failed to comply with FERPA's requirements. Complaints may be filed with the office administering FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

2012-2013 High School Calendar

Sep 6

School sessions begin for all students

- Early dismissal for non-District 75 Kindergarten students only
- Partial school time for Pre-Kindergarten public schools students

Sep 7

First full day for non-District 75 Kindergarten students.

Partial school time for Pre-Kindergarten public school students.

Sep 10

First full day for Pre-Kindergarten public school students.

Sep 17-18

Rosh Hashanah (schools closed)

Sep 26

Yom Kippur (schools closed)

Oct 8

Columbus Day observed (schools closed)

Oct 17

Pre-Kindergarten Non-Attendance Day

Oct 25-26

High Schools' Parent Teacher Conferences

Nov 6

Election Day (schools closed)

Nov 7-8

District 75 School Programs' Parent Teacher Conferences

Nov 12

Veterans Day observed (schools closed)

Nov 13-14

Elementary Schools' Parent Teacher Conferences

Nov 19-20

Intermediate and Junior High Schools' Parent Teacher Conferences

Nov 22-23

Thanksgiving Recess (schools closed)

Dec 5

Pre-Kindergarten Non-Attendance Day

Dec 24-Jan 1

Winter Recess (including Christmas and New Year's Day) (schools closed). Students return to school on Wednesday, January 2, 2013.

Jan 21

Dr. Martin Luther King, Jr. Day (schools closed)

Feb 6

Pre-Kindergarten Non-Attendance Day

Feb 18-22

Midwinter Recess (including Washington's Birthday and Lincoln's Birthday observed) (schools closed)

Feb 27-28

Intermediate and Junior High Schools' Parent Teacher Conferences

Mar 12-13

Elementary Schools' Parent Teacher Conferences

Mar 14-15

High Schools' Parent Teacher Conferences

Mar 18-19

District 75 School Programs' Parent Teacher Conferences

Mar 25-Apr 2

Spring Recess (including Good Friday, Easter, and Passover) (schools closed). Students return to school on Wednesday, April 3.

Apr 10

Pre-Kindergarten Non-Attendance Day

May 27

Memorial Day Observed (schools closed)

Jun 4

First June Clerical Shortened Day (early dismissal for Intermediate/Junior High School students)

Jun 6

Chancellor's Conference Day for Staff Development (schools closed)

Jun 13

Second June Clerical Shortened Day (early dismissal for Intermediate/Junior High School students)

Jun 26

Last day of school for all students (early dismissal)

LIBRARY CARD APPLICATION

There are more than 200 public libraries throughout New York City. Free library cards allow you to borrow books, DVDs, CDs, and other materials. Local branches also hold events ranging from picture book readings for children to film series, poetry readings, and computer classes for adults.

Instructions:

To obtain a library card, please complete this application and submit it with an acceptable ID to your local public library. Adults can show a current New York State driver's license, learner's permit, or other photo identification. Young Adults (ages 13–17) can show current working papers or school ID. Children (ages 12 and under) must have a parent or legal guardian sign this application; parents will be responsible for materials checked out on their child's card. Visit the website of the library in your borough for a complete list of acceptable identification forms and the location of a branch near you. For the Bronx, Manhattan, and Staten Island, go to nysl.org; for Brooklyn, go to brooklynpubliclibrary.org; for Queens, go to queenslibrary.org. Adults and Young Adults may also apply for a library card online.

1. Check One:

- Child (Ages 12 and under) Young Adult (Ages 13–17) Adult (Ages 18 and older)

2. Student/Library Cardholder Information:

Last Name _____ First Name _____ Middle Name/Initial _____

Date of Birth (Month/ Day/Year) _____ Gender Male Female

Street Address _____ Apt.# _____

Borough or City _____ State _____ Zip Code _____

Home Phone _____ E-mail Address _____

The use of patron information is governed by the privacy policies of all three libraries (available at nysl.org, queenslibrary.org and brooklynpubliclibrary.org).

3. Parent/Guardian (must be completed for students 12 and under):

Last Name _____ First Name _____ Middle Name/Initial _____

E-mail Address _____ Phone _____ PIN _____

Check A or B:

- A. My child may borrow adult as well as children's materials. B. My child may borrow children's materials only.

Parent/Guardian is responsible for materials checked out on child's card.

Parent/Guardian Signature _____ Date _____

This Section Is for Staff Use Only

Photo ID # _____ Address Verification Proof Log _____

- NEW LOST/REPL. TRANSFER PTYPE
EXP.DATE COMPLETE: (Staff Initials)



للحصول على نسخة باللغة العربية من هذه الوثيقة، نرجو الاتصال بمنسق شؤون الآباء بمدرستك، أو زيارة الموقع الإلكتروني أدناه.

এই নথির বাংলায় অনূদিত কপি'র জন্য আপনার স্কুলের প্যারেন্ট কোঅর্ডিনেটরের সঙ্গে যোগাযোগ করুন অথবা নিচের ওয়েবসাইট দেখুন।

如果您需要本資訊的中文版本，請向您子女學校的家長專員詢問，或者到下面的網址查看。

Pour consulter une version française de ce document, contactez le coordinateur des parents de l'établissement scolaire de votre fils (fille), ou visitez le site Internet indiqué ci-dessous.

Pou jwenn yon vèsyon dokiman sa a an Kreyòl Ayisyen, kontakte koòdonatè paran nan lekòl ou a, oswa ale nan sitwèb pi ba a.

본 문서의 한국어 번역본을 원하시면, 학교의 학부모 코디네이터에게 연락하시거나 또는 아래 웹사이트를 방문해 보십시오.

За переводом на русский язык обращайтесь к школьному координатору по работе с родителями или на указанный ниже вебсайт.

Para obtener la versión en español de este documento, comuníquese con el Coordinador de Padres de su escuela o ingrese al sitio web que figura más abajo.

اس دستاویز کی اردو اشاعت کے لیے اپنے اسکول کے والدین ربط دہندہ سے رجوع کریں یا ذیلی ویب سائٹ دیکھیں:

Learn More

You can view and download copies of these guides for high school on our website at schools.nyc.gov/ParentsFamilies.

The Department of Education offers additional information about your child's education and ideas on how you can support it, both at home and at your child's school. For more information, visit schools.nyc.gov. You also can contact your school's parent coordinator or call 311.