



PRE-KINDERGARTEN WAITLIST MANAGEMENT INSTRUCTIONS

User Guide for the Pre-K Waitlists in SEMS
(Student Enrollment Management System).

Office of Student Enrollment
May 2016

WAITLIST & ROUND 2 TIMELINE

- May 25:** Waitlists open for all providers to record families' responses to their Round 1 offers
Programs not in Round 2 can add/edit students
- May 27:** Deadline for families to register for Round 1 offers
- May 31:** Programs not in Round 2 can begin making waitlist offers
Programs in Round 2 can add/edit students on waitlist
- Mid-June:** Round 2 offer letters released and Round 2 registration begins
- Late June:** Round 2 registration ends, Round 2 waitlists open

ACCESSING SEMS



**Student Enrollment
Management System**

- The SEMS URL 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)

Student Enrollment Management System

NYC Department of Education

[Contact Us](#)

School Staff and Administrators

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.

Login:

[Forgot Password?](#)

ACCESSING THE PRE-K ENROLLMENT PROCESS



Select PreK R1 from the drop-down menu

If you do not have this option, skip to the next page

A screenshot of a web application interface. At the top, there is a light blue header bar with the text "Select an Enrollment Process:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Please Select" (highlighted in blue), "Please Select", "G&T (K, 1, 2, 3)", "K Connect", "Petrides Lottery", "PreK R1" (circled in red), and "PreK R2". Below the dropdown menu, there is a section with a warning icon and the text "Alerts". The interface has a clean, modern design with light blue and white colors.

ACCESSING THE PCL & WAITLIST



- The Program Candidate List (PCL) will show all families with offers and those who have been waitlisted for your program, if applicable.
- Click on “Go to The PCL” to access the PCL and the Waitlist.

A screenshot of a web interface for the Program Candidate List (PCL). The interface has a blue header bar with the text "Program Candidate List (PCL)". Below the header, it says "You can view the following PCL(s)." followed by a placeholder "Your School DBN Here". There are two links: "Go To The PCL" which is circled in red, and "Download To Excel".

Program
Candidate List (PCL)

You can view the following PCL(s).

Your School DBN Here

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

ACCESSING THE PCL & WAITLIST



- The PCL tab is a *snapshot* of students who received offers and students who were automatically placed on your waitlist, if applicable. It is not the same as the active Waitlist tab.
- The students who received offers are listed at the **BOTTOM** of the PCL and Waitlist.
- Applicants who received offers to programs they ranked higher on their applications are **NOT** listed on the PCL or the Waitlist.
- Click on the Waitlist tab to access the Waitlist.



WAITLIST OVERVIEW



- On the Waitlist tab, you will enter family responses to their offers, manage your available seats, add students to the waitlist, and make waitlist offers (if your program is not in Round 2).
- The Waitlist Summary box will tell you the total number of seats, current offers, and available seats.
- The Waitlist is ordered by student priority level. Within each priority group, the order is randomized.
- You must first record families' responses to their offers. **You must do this for every student who received an offer.** (see next page for instructions)

YOUR SCHOOL NAME AND DBN HERE

Waitlist Summary
Seat Target
Total Offers 140
Available Seats 0
Program Name YOUR PROGRAM NAME HERE

Please select print option Please save your work every 10 minutes by clicking on the "Submit" button

PCL WaitList

Legend: [New to PCL](#) [Current Candidate](#) [Offer through Waitlist](#) [Ineligible Choice](#)

Priority Group	Student Name	Student ID	Student Address	Parent/Guardian Name	Phone	Offer Status	Date Of	Student	Print
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RECORDING OFFER RESPONSES



- Scroll to the bottom of the Waitlist to see the list of students with offers. They will be indicated with the word OFFER in the Offer column.
- Select each family’s response to their offer:
 - Default choice is “Pending”
 - Choose “Accept” if the family has accepted their offer and pre-registered
 - Choose “Decline” if the family did not accept the offer
 - Choose “No Response” if you were unable to reach the family or the family did not accept their offer by the pre-registration deadline
 - Choose “False Address/Error” if the family could not provide sufficient documentation, or if this is a duplicate record.

Offer	Date Of Offer	Pre-registration Deadline	Offer Round	Student Response	Print Letter/Receipts
OFFER	04/18/2016		Round 1	Pending	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Please Select	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Accept	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Decline	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Pending	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	No Response	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	False Address/Error	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Pending	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Pending	<input type="checkbox"/>
OFFER	04/18/2016		Round 1	Pending	<input type="checkbox"/>

ROUND 2 PROGRAMS

Some pre-K programs were included as options for families to apply to during the Round 2 application period, from May 2 – May 20, 2016.

Your program was included in Round 2 if either of the following were true:

- You did not receive enough offers for all your full-day pre-K seats in Round 1
- Your available seats were used to make offers to families who did not apply to your program and could not get an offer to one of their choices

The NYCDOE will be making additional offers to families in June for your program. As a result, you will NOT be able to do the following at this time:

- You will not be able to make waitlist offers in SEMS
- You will not be able to register students in Pre-KIDS except for those who are on your Round 1 offer list

You will have access to these functions AFTER the Round 2 registration period ends in late June.

DETERMINING YOUR AVAILABLE SEATS



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(PROGRAMS NOT IN ROUND 2 ONLY)

- As you enter the family responses for all students with offers, the Waitlist Summary box will update the number of offers and number of available seats.
- On **May 25** you may begin adding new students to your Waitlist and editing information or priority level for students already on the Waitlist.
- On **May 31** begin making Waitlist offers for your available seats (see following pages for instructions).
- If a family who accepted an offer changes their mind later, you should update the response to “Decline,” which will create another available seat.

Waitlist Summary	
Seat Target	140
Total Offers	124
Available Seat	16
Program Name	YOUR PROGRAM NAME HERE

EXAMPLE – Program received 140 offers for 140 seats, but only 124 were accepted. 16 seats are available for Waitlist offers

EDITING STUDENTS ON THE WAITLIST



Student Enrollment
Management System

- On the Waitlist, click on the name of the student whose information you want to edit.
- Edit the applicant data as necessary.
- Make sure to choose the correct priority group.
- **Changing a student's priority level may change their placement on the waitlist.**
 - If you choose a priority group with sibling status, you will be asked to enter the sibling's name or search for the sibling.
- Click on "Submit" to save the record.
- **IMPORTANT: After you submit, you will be taken back to the PCL. You must click on the Waitlist tab again to access the Waitlist.**

Student First Name*

Student Last Name*

Student's Date of Birth*
Month ▾ / Day ▾ / 2012 ▾

Gender
Please Select ▾

Borough*
Select Borough ▾

Street Number* Street Name* Apartment Number

City* State* Zip*

Parent/Guardian First Name* Parent/Guardian Last Name*

Email Address

Phone Number* Alt Phone Number

Priority Group: Please Select Priority Group ▾
Please Select Priority Group
1 - Zoned Siblings
2 - Zoned
3 - In-District Siblings
4 - In-District Siblings
5 - In-Borough Siblings
6 - Out-of-Borough Siblings
7 - In-District w/o Zoned PK
8 - In-District with Zoned PK
9 - In-Borough
10 - Out-of-Borough

Student has a twin

Submit

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Department of
Education

Carmen Fariña, Chancellor

PRE-K
FOR ALL

ADDING STUDENTS TO THE WAITLIST

- On the Waitlist, click on the Add a Student button. 
- A Search box will pop up. Search for existing students in the system by entering first name, last name, parent name, ID#, etc. You can enter part of the name or the whole name.
 - If the family applied, the child is in the system. **DO NOT CREATE A NEW RECORD.** You must search for the child in the system. Please try different spellings, etc.
 - Click on the child's name in the results section.
 - If multiple students have the same name, please make sure you choose the right one.
 - If the family did not apply, click on the New button in the search box. 
 - You must search at least once before the New button will appear.
- **Any family that wishes to be placed on the Waitlist should be added to the Waitlist, regardless of priority level!**

Student/Application Search >>>



Enter your search criteria and click "Search"

OSIS ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Borough	Please Select <input type="text"/>
Sending School	<input type="text"/>
Student Status	Please Select <input type="text"/>
Application	All <input type="text"/>
Parent First Name	<input type="text"/>
Parent Last Name	<input type="text"/>
Parent Email	<input type="text"/>
Enrollment Process	PreK R1 <input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>



ADDING STUDENTS TO THE WAITLIST



Student Enrollment
Management System

- On the student data screen, edit or enter the applicant data as necessary.
- Make sure to choose the correct priority group.
- **A student's priority level dictates their placement on the waitlist.**
 - If you choose a priority group with sibling status, you will be asked to enter the sibling's name.
- Click on "Submit" to save the record.
- **IMPORTANT: After you submit, you will be taken back to the PCL. You must click on the Waitlist tab again to access the Waitlist.**
- If you have been keeping your own Waitlist, all those students **MUST** be added to your SEMS waitlist!

Student First Name*

Student Last Name*

Student's Date of Birth*
Month ▾ / Day ▾ / 2012 ▾

Gender
Please Select ▾

Borough*
Select Borough ▾

Street Number* Street Name* Apartment Number

City* State* Zip*

Parent/Guardian First Name* Parent/Guardian Last Name*

Email Address

Phone Number* Alt Phone Number

Priority Group: Please Select Priority Group ▾
Please Select Priority Group
1 - Zoned Siblings
2 - Zoned
3 - In-District Siblings
4 - In-District Siblings
5 - In-Borough Siblings
6 - Out-of-Borough Siblings
7 - In-District w/o Zoned PK
8 - In-District with Zoned PK
9 - In-Borough
10 - Out-of-Borough

Student has a twin

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MAKING WAITLIST OFFERS



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(PROGRAMS NOT IN ROUND 2 ONLY)

- Offers must be made according to the order in which students are listed. (the first child on the list should receive the first Waitlist offer)
- To make an offer to a student, change the Offer column dropdown to “Offer” instead of “Waitlist.” You will then see options to enter a Pre-Registration Deadline and a Student Response.
 - Notify the family that they are being offered a seat at your program.
 - Click on the calendar icon to select a deadline for the family to come in person to accept their offer and present all required documentation.
 - When the family responds, enter the family response
- Students with Waitlist offers will be highlighted in blue
- If a student should not be on the waitlist, choose Error/Remove.
- **Do not make Waitlist offers unless you have available seats!**
- **Note: the SEMS Waitlist is a tool for managing offers and available seats. As families accept their Waitlist offers, they MUST BE REGISTERED in ATS using the QPKF screen!**
- On the QPKF screen, enter the student name, gender, date of birth, and then press ‘Enter’ to search ATS; if no existing record is found, press F5/New Pre-Reg). You can then proceed to complete all required fields in QPKF for pre-registration.

Offer	Date Of Offer	Pre-registration Deadline	Student Response	Print Letter/Receipts
Offer ▼		<input type="text"/>	Please Select ▼	<input type="checkbox"/>
WaitList				<input type="checkbox"/>
Offer				<input type="checkbox"/>
Error/Remove				<input type="checkbox"/>
WaitList ▼				<input type="checkbox"/>

WAITLIST OFFER GUIDANCE

(PROGRAMS NOT IN ROUND 2 ONLY)



Student Enrollment
Management System

Reaching Families to Make Waitlist Offers

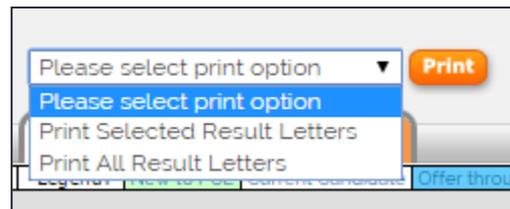
- If you are having trouble reaching a family to make a Waitlist offer, we suggest attempting to contact the family at least three times.
- If you are still unable to reach the family, please choose “Offer” from the Offer column in SEMS, select a pre-registration date, and enter “No Response.”
- Now you may contact the next family on the Waitlist.
- If the family responds *after* the seat has already been given away to another family (if they were on vacation, for example), then you can offer them the next open seat that becomes available.
- **Please confirm the family’s priority level on the Waitlist before you make an offer!** Since other teams have access to add families to waitlists, please double-check that the priority was correctly entered.

Choosing a Pre-Registration Deadline

- We recommend choosing a pre-registration deadline one week from the time you notify the parent of the offer. The parent must come in person with all required documentation.
- If the parent wants to accept the offer, but cannot pre-register in person within one week, please work with the family to arrange a later date.

PRINTING LETTERS

- For any student, check the box in “Print Letter/Receipt” column and then choose “Print Selected Result Letters” from the Print menu at the top of the screen to retrieve a PDF copy of the following letters:
 - If the student received an initial offer from the NYCDOE, you can retrieve a duplicate NYCDOE offer letter.
 - If you’ve marked the student to receive a Waitlist offer, you can retrieve a Waitlist offer letter with your program information on it, as well as the pre-registration deadline that you select.
 - If the student is on the Waitlist, but you have not indicated an offer yet, you can retrieve a Waitlist receipt, which notifies the parent that they are on the Waitlist for your program.
- You may retrieve multiple letters if you select multiple children. Do not choose the “All Letters” options unless you need a letter for EVERY child on your list!



PRE-REGISTERING WAITLIST STUDENTS IN ATS

(PROGRAMS NOT IN ROUND 2 ONLY – STARTING 5/31)

- Create Next Year's Official Classes- [CFMO](#)
 - Program staff should create and manage official classes for next year.

```
PROFILE 02-M-391          New York City Public Schools          04-14-16 16:48:03
CMOD0100                Future Class Data Add / Change Screen (CFMO) 01304-APAONE
==>

                                SCHOOL NUM: 391

CLASS CODE:  _____  BILINGUAL:      (Y/N)      SAR/LTA:      (Y/N)      FUNDING:
                                                                (PRE-K ONLY)
TEACHER ID:                LAST NM:                FIRST:
  ADVISOR:                  LAST NM:                FIRST:
ADDL STAFF:                TYPE:      LAST NM:                FIRST:
ADDL STAFF:                TYPE:      LAST NM:                FIRST:

CLASS NAME:
CLASS DESC:
GRADES:
GRADE LEVEL:
ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY):
NUMBER OF STUDENTS - ALLOWED:      ACTUAL:      LANGUAGE TAUGHT:
                                                                GIFTED/TALENTED:
                                                                PHYSICAL LOCATION:

                                PRINTING LOC:      ROOM NUMBER:      CAP CLASS:
Enter a valid class code - then press RIGHT CTRL/RED ENTER
F1/Help      F2/      F3/Quit-return  F4/Lookup      F5/      F6/
F7/      F8/      F9/Refresh      F10/      F11/      F12/Exit
```

PRE-REGISTERING WAITLIST STUDENTS IN ATS

(PROGRAMS NOT IN ROUND 2 ONLY – STARTING 5/31)

Step 1:

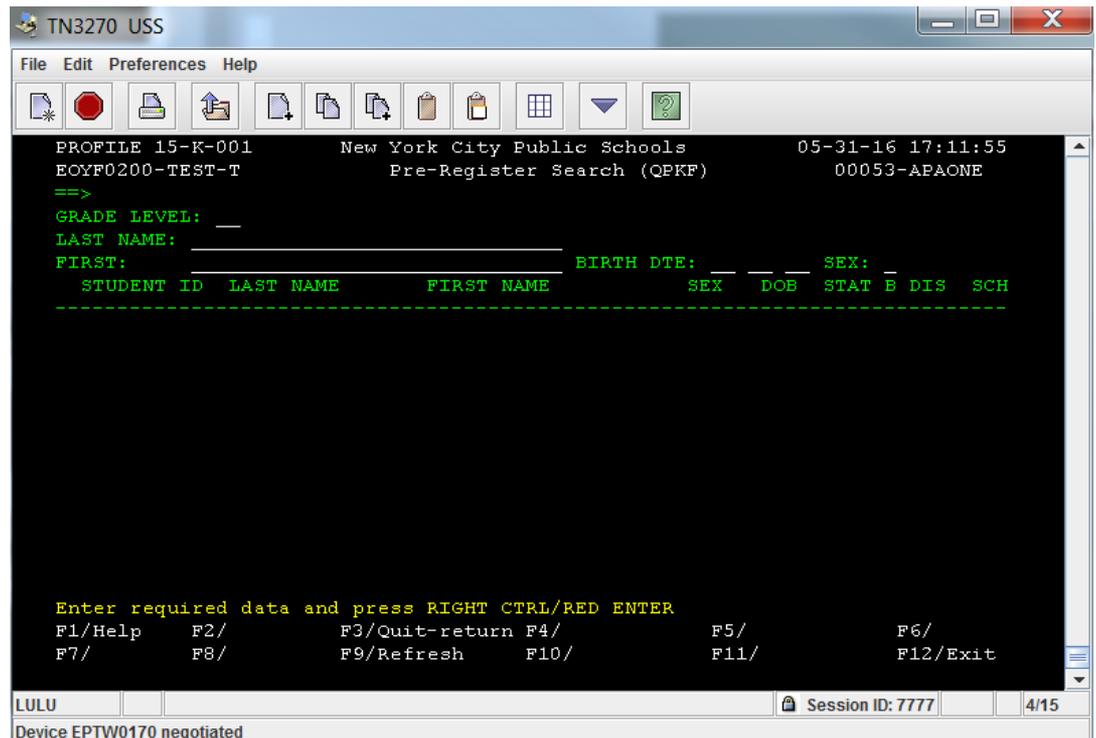
ULOC into desired DBN and go to QPKF screen

Step 2:

Type in PK for the Grade Level

Type in the student's Last Name, First Name, Date of Birth, and Gender, then press ENTER

The system will search for existing records that match



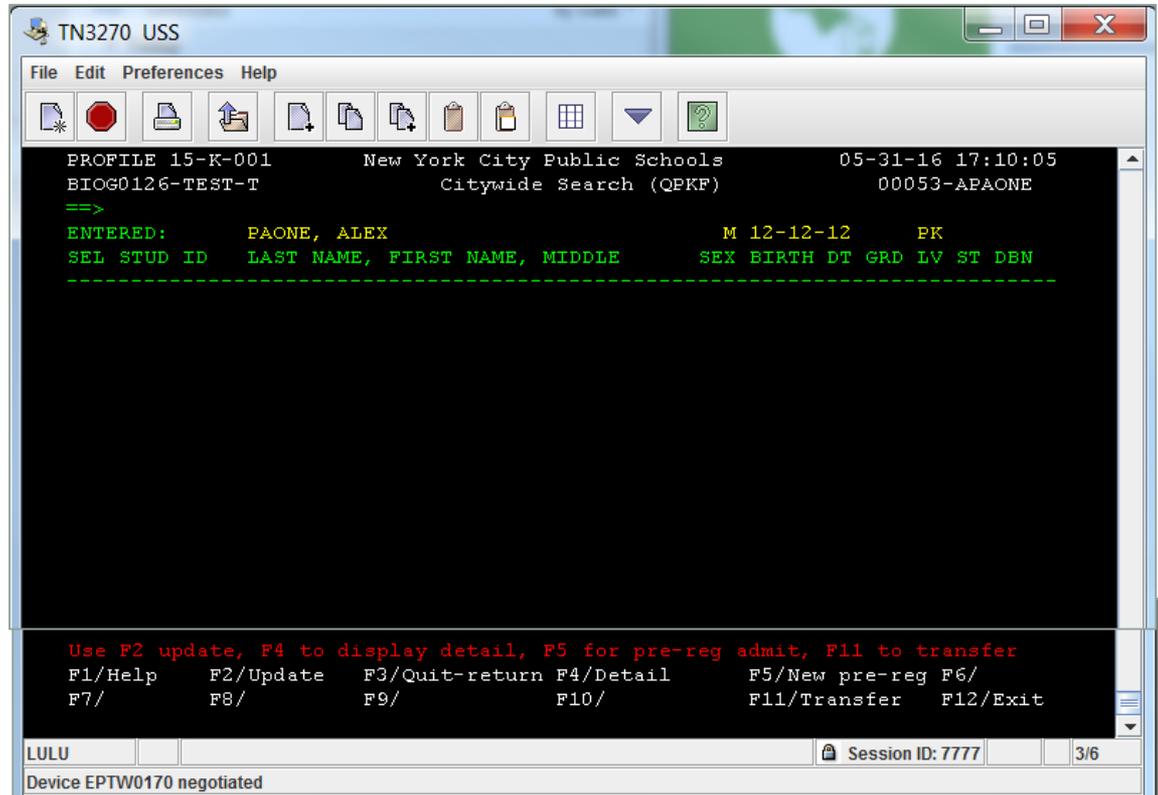
PRE-REGISTERING WAITLIST STUDENTS IN ATS

(PROGRAMS NOT IN ROUND 2 ONLY – STARTING 5/31)

Step 3:

If an existing record is found and it is the SAME child (check date of birth, address, etc), then select that child and press F11 to transfer the child to your school

If no existing record is found, press F5 to create a new record.



PRE-REGISTERING WAITLIST STUDENTS IN ATS

(PROGRAMS NOT IN ROUND 2 ONLY – STARTING 5/31)

Step 4:

Complete all required fields.

- ADMISSION DATE is not required as this will be completed when the student arrives at school in September.
- Grade = 350 for Full-Day Pre-K
- Enter the OFF CLASS you created

The screenshot shows a terminal window titled "Session A - [24 x 80]" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area shows the following information:

```
PROFILE 24-Q-700      New York City Public Schools      07-07-15 16:22:26
EDYF0260             Transfer Pre-Registered Student (QPKF)  02310-APAONE
==>
STUDENT ID: 235 128 386
LAST NAME: PAONE
FIRST: ALEX          MIDDLE:
DOB: 09 / 25 / 11  SEX: M  PROOF OF BIRTH: _  CERT #: _  POB CODE: 88

HOUSE NO: 105-40_  STREET: 62 ROAD_  APT NO: 4M_
CITY: FOREST HILLS_  STATE: NY  ZIP: 11375_  PHONE: 718 480 2249

BORO CODE: Q      HOME DIST: 28      ADDR STAT: C  NON-RES TUITION: _
GEO CODE: _      MEAL CODE: _      HOUSING ST: _  UNAC YOUTH:
ETHNICITY: 5     HISPANIC: _      RACE: _      IMMUN: X     CITIZEN: _
HOME LANG: _    HEALTH ALERT: _  HEALTH INS: _

ADMIT CODE: 58   ADMISSION DATE: _ / _ / _  STATUS: _
PRIOR SCHOOL EXPR: _  PRIOR SE SCHOOL EXPR: _

SCHOOL LOCATION:  BORO  DIST  SCHOOL  GRADE  GR LVL  OFF CLASS
FUTURE:           Q    24    700    _      PK      _
CURRENT:          M    88    801    000    _      _

Enter required data and press F2 - ADMIT DATE and STATUS will be SYSTEM set
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/Indicators  F6/Update
F7/      F8/      F9/Refresh     F10/Hlth  F11/Biog      F12/Exit
```

At the bottom of the window, there is a status bar showing "MA a" and "06/017".

DISTRICT SCHOOL PRE-K ADMISSIONS PRIORITIES

Students are considered for placement at district school pre-K programs according to the following priority order:

1. Students residing in the zone, who have a sibling at the school in grades K-5 in Sept 2016.*
2. Students residing in the zone, who do not have a sibling at the school.*
3. Students residing in the district, who have a sibling at the school, and who have no zoned school or whose zoned school has no pre-K.
4. Students residing in district, who have a sibling at the school, and who are zoned to a different school which has a pre-K.
5. Students residing in the borough, who have a sibling at the school.
6. Students residing out-of-borough, who have a sibling at the school.
7. Students residing in district, who have no zoned school or whose zoned school has no pre-K.
8. Students residing in the district, who are zoned to a different school which has a pre-K program.
9. Students residing in the borough.
10. Students residing out-of-borough.

** Does not apply to non-zoned schools*

PRE-K CENTER ADMISSIONS PRIORITIES

Students are considered for placement at Pre-K Centers according to the following priority order:

1. Students residing in the district.
2. Students residing outside the district.

FREQUENTLY ASKED QUESTIONS



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

To request a SEMS account, call the SEMS Help Desk at 718-935-2986.

If my program is in Round 2, what should I be doing?

If your program is in Round 2, you should only be registering families with Round 1 offers for now, and adding new students to your waitlist who missed the Round 2 application deadline. The NYCDOE will be sending offers to Round 2 applicants in mid-June. You should NOT be making any waitlist offers or having any Round 2 applicants come in to register.

Are zoned siblings guaranteed to get a seat in my school?

No. While zoned students and siblings have high priority for admission to your program, your school may not have enough pre-K seats to accommodate all interested applicants. Additionally, a family may rank another program higher on their application, and they may be offered a seat there instead. Family preference matters.

Please also note that zoned non-siblings have higher priority than out-of-zone siblings.

Why did some students get offers to my program even if they did not apply to my program?

Every applicant in Round 1 received an offer. If your program did not receive enough offers for all your seats, and you still had seats available, we may have offered them to families who couldn't get one of their choices. We offered families a seat as close as possible to their home address. In some cases, this will not be possible and families may receive an offer to a school in a different neighborhood.

After receiving their offer from NYCDOE, can families later receive waitlist offers from other programs?

Yes. Families may be on the waitlist for other programs, and may receive additional offers from those programs.

IMPORTANT CONTACTS



SEMS Home Page:

www.semsnycdoe.com/sems

SEMS Help Desk:

718-935-2986 (8am – 6pm, Mon – Fri)

ATS Help Desk:

718-935-5100 (6am – 5pm, Mon – Fri)

Office of Student Enrollment:

718-935-2009

ESEnrollment@schools.nyc.gov