



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, Chancellor

OFFICE OF STUDENT ENROLLMENT PLANNING AND OPERATIONS
52 Chambers Street, Room 415 – New York, NY 10007

OSEPO-SI HIGH SCHOOL STUDENT ENROLLMENT OFFICE
715 Ocean Terrace, Building A, Room 153

Phone 1-718-420-5629 or 390-1483 or 390-1488 or 390-1441
Fax 1-718-390-1443

Hours of Operation: Monday-Friday 8:00AM to 3:30PM

Registration Requirements

In order to register into a New York City public high school, **YOU AND YOUR CHILD** must bring the following items when you visit your High School Registration Center:

- Proof of your home address-utility bill (gas, electric, or water), a deed to a house, or a document from the City Housing Authority or the Human Resources Administration. Other proofs of address include medical or insurance cards, or a statement that verifies the address from an employer, a social agency, a community based organization, or a religious institution. **Please note: A telephone bill, a lease, or driver's license is not an acceptable proof of address.**
- Child's birth certificate, passport or baptismal certificate
- Your child's immunization history
- Your child's transcript or latest report card (recommended, not required)
- If your child requires an Individualized Education Plan (IEP), please bring the most recent copy of his or her IEP. If a copy is unavailable at the time of registration, please bring this to the Enrollment Counselor's attention.

Medical Transfers, Travel Hardship Transfers and Safety Transfers must be done through your school. A T- Form (transfer form) must be presented for a transfer to be completed. Thank you.

Directions to Staten Island High School Placement Office

On Staten Island (S.I)

The commuter may access at selected bus stops the S-61/91, S-62/92, S-66 or S-67 all of which travel along Victory Blvd.- follow the directions from- the commuter disembarks at Victory Blvd. and Clove Road-crosses Victory Blvd. to Clove Road and transfers (free) to S60-Grymes Hill- Shuttle Loop-commuter disembarks at Milford Drive and Ocean Terrace and walks up the hill to complex- a walking distance of 2/10 of a mile OR transfers free to S-53 and disembarks at Clove Road and Milford Drive- walks along Milford Drive to Ocean Terrace and into the complex- a walking distance of 5/10 of a mile.

On Staten Island (S.I)

The commuter may access the S-79 at selected bus stops along Richmond Avenue (originating at the S.I. Mall) and at selected bus stops along Hylan Blvd. and disembark at Hylan Blvd. and Old Town Road and transfer (free) to the S-53 (on Old Town Road) and disembark from the S-53 at Clove Road and Howard Avenue. The commuter walks back along Clove Road to Milford Drive turning right on Milford Drive and continues walking along Milford Drive to Ocean Terrace and into the complex- a walking distance of 7/10 of a mile.

By Automobile from Brooklyn:

Travel westbound (I-278) to Exit 13- Clove Road Exit- continue for 4 lights- make a left at the 4th light, which is Renwick Avenue. complex is directly in front of you- follow Renwick Avenue into Milford Drive- bear right onto Ocean Terrace- entrance for complex is approximately 2/10 of a mile.

By Automobile from New Jersey:

Travel eastbound (I-278) to Exit 13- Clove Road Exit- at the 1st light- make a left- 2nd light- make a left- follow service road to the next light, which is Renwick Avenue- complex is directly in front of you- follow Renwick Avenue into Milford Drive- bear right onto Ocean Terrace- entrance for complex is approximately 2/10 of a mile.

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