



NEW YORK CITY DEPARTMENT OF EDUCATION  
**COMMUNITY SCHOOL DISTRICT 2: P. S. 151 ZONE**  
2008 – 2009 ELEMENTARY SCHOOL  
**APPLICATION INSTRUCTIONS**

Please read carefully before completing your application

1. Student eligibility for the schools listed on this application is that students must be incoming kindergarten or First Grade students residing in the P.S. 151 zone.
  - a. Admission to the schools listed on this application is based on the rankings of schools by parents and on seat availability. If there are more eligible applicants than available seats at a school, site decisions will be determined by lottery.
  - b. P.S. 183 Robert L. Stevenson and P.S. 290 Manhattan New School will only accept applications for students who currently have siblings in attendance at these schools.
2. First complete "Section A: STUDENT INFORMATION." As you work to complete the application, remember to print clearly and use only blue or black ink. Pencil is not acceptable.
3. Order the schools you are interested in attending from the schools listed in "Section B: SCHOOL CHOICES."
  - a. Write "1" next to the school you would want to attend most, "2" next to your second choice, "3" next to your third choice and so on until you have ranked all of the schools for which you are eligible.
4. After you rank the schools, print and sign your name in "Section C: PARENT/GUARDIAN NAME & SIGNATURE."
5. If you have any additional questions regarding eligibility for elementary schools in New York City, please contact the Manhattan Enrollment Office located at 333 Seventh Avenue, New York, NY 10001 (phone: 917-339-1755).
6. After completing this application, submit it along with proof of address to the Manhattan Borough Enrollment Office at 333 Seventh Avenue, New York, NY 10001 on or before **April 11, 2008**.
  - a. Proof of address must be provided when enrolling a student in school and may be verified by:
    - A. a residential utility bill (gas or electric) in the resident's name issued by Keyspan or Con Edison within the prior 60 days or
    - B. documentation or letter on letterhead from a federal, state, or local government agency, indicating the resident's name and address issued within the prior 60 days; or
    - C. a combination of any **two of the following**:
      - 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;
      - official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or a payroll receipt

Please note: A telephone bill, cable bill, credit card bill, medical insurance card or driver's license is not acceptable proof of address.

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 "Address Affidavit" signed both by the primary leaseholder as well as the parent affirming that the family is residing in this home, and must attach proof of address of the primary leaseholder as specified above.
7. Rank all possible schools for which you are interested. If we are unable to assign your child to one of your choices, your child will be assigned to another school in District 2.

Office of Student Enrollment

<http://schools.nyc.gov/enrollment>



**NEW YORK CITY DEPARTMENT OF EDUCATION  
COMMUNITY SCHOOL DISTRICT 2: P. S. 151 ZONE  
2008 – 2009 ELEMENTARY SCHOOL APPLICATION**

Please complete, sign and submit this form to the Manhattan Enrollment Office located at 333 Seventh Avenue, New York, NY 10001 (phone: 917-339-1755) on or before **April 11, 2008**.

**Section A: STUDENT INFORMATION – Please print clearly in ink**

STUDENT LAST NAME	STUDENT FIRST NAME	GENDER
		M / F

DATE OF BIRTH (MM / DD / YY)	OSIS #/STUDENT ID # (if available)	TELEPHONE #
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STUDENT CURRENT ADDRESS (House #, Street, Apt. #, City, State and Zip Code)

PARENT/GUARDIAN LAST NAME	PARENT/GUARDIAN FIRST NAME
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<input type="checkbox"/> Public School student	STUDENT CURRENT SCHOOL	DISTRICT IN WHICH STUDENT ATTENDS SCHOOL
<input type="checkbox"/> Private/Parochial School student		
STUDENT IS APPLYING FOR GRADE <input type="checkbox"/> Kindergarten <input type="checkbox"/> First Grade		

SIBLING NAME	SIBLING DATE OF BIRTH	SIBLING GRADE LEVEL
SIBLING SCHOOL	SIBLING OSIS NUMBER	

SPECIAL SERVICES ENGLISH LANGUAGE LEARNER? (Y / N): \_\_\_; If yes, program: \_\_\_\_\_

Special Education? (Y / N): \_\_\_; If yes, program (select one):  Special Education Teacher Support Services  Collaborative Team Teaching  Special Class

**Section B: SCHOOL CHOICES – Please read instructions carefully**

Below are the choices for District 2: P.S. 151 Zone Elementary Schools. Be sure to rank as many schools as possible. Please place a number in the box next to each school that will represent your priority order for admission. For example, by writing "1" next to a school name, you indicate that this is your first choice. By listing "2," you indicate that this is your second choice, and so on. Refer to the "Application Instructions" page for more detailed information. Rank all possible schools for which you are interested. If we are unable to assign your child to one of your choices, your child will be assigned to another school. Admission to the schools listed on this application is based on the rankings of schools by parents and on seat availability. If there are more eligible applicants than available seats at a school, site decisions will be determined by lottery.

Priority Order	School Name
	M006 – P.S. 6 Lillie D. Blake
	M059 – P.S. 59 Beekman Hill International
	M158 – P.S. 158 Bayard Taylor

Priority Order	School Name
	M183 – P.S. 183 Robert L. Stevenson *
	M198 – P.S. 198 Isador E. Ida Straus
	M290 – P.S. 290 Manhattan New School *

\* P.S. 183 Robert L. Stevenson and P.S. 290 Manhattan New School will only accept applications for students who currently have siblings in attendance at these schools.

**Section C: PARENT/GUARDIAN NAME & SIGNATURE**

Parent/Guardian Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**For office use only.**

Received by:	Date:	Application number:
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