

## The Application Process

### Selecting Schools

All of your school options are listed on the Transfer Application Form. You can select as many schools as you like, however the process does not consider the order of your preferences. You should pick at least four schools to increase your chances of receiving a transfer offer. Your child may be matched to any school that you select, so choose only those schools that you are willing to have your child attend.

In addition to choosing schools on your application, you can select the “Other Schools” option. By making this selection, you may receive a transfer offer to another school with available seats if none of your selected schools have open seats. “Other Schools” assignments will be made randomly.

### Submitting the Application

If you would like to request a transfer for your child, you must submit the Transfer Application Form (included in your envelope) by mail. **The application must be postmarked by May 2, 2014.** If you do not submit the Transfer Application Form by the deadline, your child will remain enrolled in his or her current school.

Public School Choice (PSC) is an optional program. If you would like your child to stay at the current school, you do not need to submit an application. You can also decline participating in PSC by checking NO on the application.

### Decision Letters

Transfer offers will be mailed to families in July. Offers are made according to seat availability, and in accordance with the No Child Left Behind Act, which requires that the lowest-performing and lowest-income students have first priority. There are a limited number of seats available at each school and there is no guarantee that you will receive a transfer offer for your child. If your child does not meet the grade requirements for promotion at the end of the school year, his or her transfer offer may be withdrawn/rescinded.

You do not have to accept your transfer offer. If you do not want to accept the offer, your child will remain enrolled in his or her current school.

Offer/Admissions letters will be mailed to families by July 2014. If you decide to accept the offer to enroll your child in the school listed on your letter, you must register your child by September 19, 2014. If you do not register by the transfer end date you will lose the offer and your child will remain enrolled in his or her current school.

High school grade students can register by bringing their Offer/Admission Letter to the Borough Enrollment Office noted on their letter. Middle school and elementary school grade families can bring the Offer/Admission Letter directly to the school offered on the letter.

## Transfer Application Form

The PSC application you receive is for the grade we anticipate your child will enter in the 2014-2015 school year. The application is the same for General and Special Education.

This is a sample application form.

Your contact information as well as your child's OSIS number should be filled out if using a generic application.

If you received an application by mail your child's information will already be noted. If the information listed on the application is no longer accurate, contact your child's current school immediately to update the records.

Clearly indicate with an **X** to, **YES**, request a transfer.

You can decline participating in PSC by checking **NO** on the application.

Print your name, the date, and your telephone numbers and don't forget to sign the application.

**NYC** Department of Education

2014-2015 PUBLIC SCHOOL CHOICE PROGRAM  
FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS  
TRANSFER APPLICATION FORM

Applicant First Name \_\_\_\_\_ MI \_\_\_\_\_ Applicant Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender  M  F

Home Number \_\_\_\_\_ Street Name \_\_\_\_\_ Apartment# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Borough (please check one)  
 Bronx  Brooklyn  Manhattan  Queens  Staten Island

E-mail Address \_\_\_\_\_

QUESTIONS ABOUT THE PROGRAM? CALL: 718-935-2439

**1 REQUESTING A TRANSFER**

Do you want to request a transfer? (Select one.)

**YES**, I would like to request a transfer. **Read Section 2 (SELECTING SCHOOLS)** below.

**NO**, I would not like to request a transfer. I would like my child to remain in his or her current school. **Fill out Section 3 below.**

**2 SELECTING SCHOOLS**

Go to the following pages to select your preferred schools. Fill in the bubble to the left of each school name and number. You may be offered any school you select on this form. You may bubble in as many schools as you like (we recommend at least four). **DO this: ● DO NOT do this: ⊙ ⊖ ⊘ ✓** You may not write in schools that are not on this list.

After indicating your preferences on the following pages, **See Section 3 below (SUBMITTING YOUR APPLICATION).**

**3 SUBMITTING YOUR APPLICATION**

Print and sign your name, record the date, provide a phone number, and submit this form by mail.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number (where you can be reached during business hours): \_\_\_\_\_

Phone Number (where you can be reached during evening hours): \_\_\_\_\_

**PLEASE DO NOT INCLUDE ANY ADDITIONAL MATERIALS WITH YOUR APPLICATION.**

**4 THIS FORM MUST BE SUBMITTED BY MAIL POSTMARKED BY FRIDAY MAY 2, 2014**

USE THE REPLY ENVELOPE TO RETURN THIS TRANSFER APPLICATION FORM TO:

NEW YORK CITY DEPARTMENT OF EDUCATION  
PUBLIC SCHOOL CHOICE PROGRAM  
PO BOX 679, WILLOW GROVE, PA 19090-9908

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Go to the following pages in the application to select your preferred schools. Please note that your selected schools are not in rank order.

Fill in the bubble to the left of each school number and name. (The DBN number tells the District, and Borough the school is located in.) You will find their academic achievement data on the line of each school. You may bubble in as many schools as you like.

## SELECTING YOUR SCHOOLS

In the pages that follow, you will find data on the academic achievement of students in Public School Choice eligible schools. Fill in the bubble to the left of each school name and number. You may bubble in as many schools as you like (*we recommend at least four*).

Seat availability at the schools listed may change after the application is printed.

### ELEMENTARY AND MIDDLE SCHOOLS

Indicate your preferences for specific schools by reviewing the list of schools and filling in the bubble next to all of the schools to which you would like a transfer. **(DO this: ● DO NOT do this: ⊙ ⊖ ⊗ ✓)**

**DBN** stands for District, Borough, Number and is the unique code used for identifying schools. To learn more about this school, please enter the DBN into the "School Search" tool located at [www.nyc.gov/schools](http://www.nyc.gov/schools).

**NYC Progress Report Grade** a letter grade measuring success in accelerating student learning during the prior school year.

**Grade Span:** the grade levels served at each school for the 2014–2015 school year.

The data presented for these schools come from student performance on New York State 2012–2013 Assessment in the relevant grades for English Language Arts (ELA) and Mathematics (Math) exams. Performance levels show the extent to which students have mastered the knowledge and skills that make up the learning standards. When a student is at level 3 or 4, he or she has met or exceeded standards.

| Fill in Bubble                   | DBN    | School Name                          | Street Address     | Borough | Grade Span | 2012-2013 NYC Progress Report Grade | ELA Grade % Levels 3&4 | ELA Overall % Levels 3&4 | Math Grade % Levels 3&4 | Math Overall % Levels 3&4 |
|----------------------------------|--------|--------------------------------------|--------------------|---------|------------|-------------------------------------|------------------------|--------------------------|-------------------------|---------------------------|
| <input type="radio"/>            | 64X123 | Clarke Street Technology High School | 789 CLARKE STREET  | BRONX   | PK-08      | A                                   | 67%                    | 62%                      | 71%                     | 65%                       |
| <input checked="" type="radio"/> | 64X456 | The High School for Social Equality  | 456 LEWIS AVENUE   | BRONX   | PK-08      | C                                   | 30%                    | 44%                      | 44%                     | 42%                       |
| <input type="radio"/>            | 64X789 | Sanchez High School for the Arts     | 123 BANERLEE DRIVE | BRONX   | PK-06      | B                                   | –                      | –                        | –                       | –                         |

In addition to choosing schools, you can select the "Other Schools" option. By making this selection, you may receive a transfer offer to a school that you did not select if none of your selected schools has available seats. You will only receive an offer to a school you did not select if none of your preferred schools has availability and you choose this option. "Other Schools" assignments will be made randomly. Choosing this option may increase the likelihood that you will receive a transfer offer.

To activate this option, select the following at the top of the next page:



**Other Schools** — I am willing to consider a transfer offer to a school that I did not select on this application.

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In addition to choosing schools, you can select the "Other Schools" option. Choose this option by filling in the bubble in this section.



**Other Schools** — I am willing to consider a transfer offer to a school that I did not select on this application.

Please be sure to fill in the bubble completely.

Any other mark like an **X**, **/**, **✓**, will **disqualify** your response.

| Fill in Bubble                   | DBN    |
|----------------------------------|--------|
| <input type="radio"/>            | 07X029 |
| <input checked="" type="radio"/> | 07X031 |
| <input type="radio"/>            | 07X154 |

Submit the Transfer Application Form by mail using the return envelope included in your package.

**The application must be postmarked by May 2, 2014.**