

APPLICATION GUIDELINES

MAKING CHOICES: FINDING THE BEST SCHOOLS FOR YOUR CHILD

Attend a Parent Information Session: Ask questions about the NCLB Public School Choice application process. Interpretation services will be available.

Borough	Date	Time	School Site	Street Address
Brooklyn	Thursday, May 14	6-8 pm	Andries Hudde Junior High School	2500 Nostrand Avenue
Brooklyn	Monday, May 11	6-8 pm	Brooklyn Technical High School	29 Fort Greene Place
Bronx	Tuesday, May 12	6-8 pm	Roosevelt Educational Campus	500 East Fordham Road
Bronx	Wednesday, May 13	6-8 pm	Roosevelt Educational Campus	500 East Fordham Road
Manhattan	Wednesday, May 13	6-8 pm	Stuyvesant High School	345 Chambers Street
Manhattan	Wednesday, May 6	6-8 pm	Louis D. Brandeis High School	145 West 84 th Street
Queens	Wednesday, May 6	6-8 pm	Aviation High School	45-30 36 th Street
Queens	Thursday, May 7	6-8 pm	John Adams High School	101-01 Rockaway Blvd

Consider Your Child & Family: If you decide to request a transfer, select school(s) that you feel will be a good fit for your child.

Research: Use the Learning Environment Survey, Survey Quest, Quality Review and Progress Reports to learn more about schools.

The Parent Information Packet provides more detailed information on the steps to finding the best school for your child.

HOW TO COMPLETE THE TRANSFER APPLICATION FORM

- ➔ If you do not want to request a transfer: select "NO", sign and return the Transfer Application Form in the enclosed postage-paid reply envelope.
- ➔ If you want to request a transfer: select "YES" and fill in the bubble next to the schools you would like to request. Sign and return the Transfer Application Form in the enclosed postage-paid reply envelope.
- ➔ Make sure to clearly bubble in your choices. **Do this:** ●. **Do NOT do this:** ⊙, ⊗, ⊖, ✓
- ➔ **Keep a copy of the completed Transfer Application Form for your records and submit by mail before May 22, 2009.**

HOW TO READ THE TRANSFER APPLICATION FORM

The application form lists all of the schools that your child is eligible to transfer to.

- Schools located in the district you reside in are listed first. You may select as many schools as you like, citywide.
- Please refer to the Parent Information Packet to learn more about the eligibility requirements for yellow school bus service. You may also contact the Office of Pupil Transportation (OPT) at (718) 392-8855, or visit website at www.nyc.gov/schools/Offices/Transportation
- School performance data for your child's expected grade level is listed next to each school. More information is also available online at www.nyc.gov/schools/Accountability/SchoolReports
- You may **not** write-in schools that are not on the list.
- **Federal law requires that the NYCDOE give first priority to the lowest achieving low-income students.** If we are unable to offer you a transfer to a school you selected on your application, we may offer you a transfer to another non-SINI or SURR schools with available seats, as an alternative.

HAVE QUESTIONS? Contact the Borough Enrollment Office or District Family Advocate listed on the Transfer Application Form. Translated materials are also available online at www.nyc.gov/schools/ChoicesEnrollment/ChangingSchools

Do NOT include any additional materials with your application.