

# ACTION STEPS CHECKLIST

Use this Action Steps Checklist to plan out your fifth-grade year.  
Check the exact deadlines with your guidance counselor.

SEPTEMBER

- Review the Middle School Directory.
- Meet with your guidance counselor to discuss your middle school options and the Request for Testing (RFT) form where applicable.
- Contact schools of interest about open houses, information sessions, and audition dates.
- Check the middle school website for important dates: [schools.nyc.gov/middle](https://schools.nyc.gov/middle).
- Attend the District Middle School Fairs.

OCTOBER

- Attend the District Middle School Fairs.
- Return RFT to your guidance counselor, if applicable.
- Attend information sessions and open houses.
- Review Admissions Priorities for each school.

NOVEMBER

- Receive the Middle School Application.
- Check your commute for schools of interest.
- Get your application ready:
  - Rank the schools you are interested in attending.
  - Sign and make a copy of the application.

DECEMBER

- Submit your completed application to your guidance counselor by Thursday, December 1, 2016.

JANUARY/  
FEBRUARY

- Attend auditions and interviews.
- Complete school-based assessments and/or portfolios.

MARCH

- Receive and return New Middle Schools Application to guidance counselor (optional).

APRIL

- Middle school results letters distributed to families by guidance counselors.

MAY

- Students who submitted a New Middle Schools Application and received two matches, return notification letter to guidance counselor with choice of which match to accept.
- Students who wish to appeal must also return notification letter to their school, then return completed Appeal Application.

JUNE

- Middle School appeal results distributed to families.