



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**NYCDOE 2012 SUMMER SCHOOL INSTRUCTIONAL PROGRAM  
CHARTER SCHOOL STUDENTS: ELIGIBILITY AND REGISTRATION INSTRUCTIONS**

**DBN Code:** \_\_\_\_\_  
**PRINCIPAL / ADMINISTRATOR / HEAD OF SCHOOL:** \_\_\_\_\_  
**School Name:** \_\_\_\_\_  
**School Street Address:** \_\_\_\_\_  
**School City, Zip Code:** \_\_\_\_\_

52 Chambers Street  
 New York, New York  
 10007

The New York City Department of Education’s (NYCDOE) summer school program provides NYC DOE students in Grades 3 – 12 with additional instructional support to ensure that they achieve proficiency in NYS Learning Standards and NYC Performance Standards. Schools may select their own schedule for Summer School 2012, with July 9, 2012 being the first possible start date for all schools. Please contact your local school for actual start/end dates and times, as well as the location of where the summer school program will be held this year.

**Elementary and Middle School Programs:**

Elementary and middle charter school students (grades 3 - 8) who are in danger of not being promoted to the next grade are targeted for summer school. When registering, students in elementary and middle school grades must be accompanied by their parent/guardian and the individualized application form should contain the latest standardized test scores if available. As was the policy last summer, students will be accommodated on a “space-available” basis. The availability of space is a local decision made at the school level.

**High School Programs:**

The High School Credit Accumulation and Regents Preparation Programs are for qualifying high school students who need to acquire additional credits and/or take Regents exams in order to graduate on time. Details on high school course offerings and schedules will be available shortly on the Department of Education’s public summer school web site at <http://schools.nyc.gov/ChoicesEnrollment/SummerSchool>. High School students, including those registering for a Regents examination only, must bring their individualized application signed by a parent or caregiver. High school students need not be accompanied by a parent. As was the policy last summer, students will be accommodated on a “space-available” basis. The availability of space is a local decision made at the school level.

**Key Dates:**

Registration	Monday, June 11 <sup>th</sup> – Wednesday, June 27 <sup>th</sup> ; and Monday, July 9 <sup>th</sup>
First possible start date (All Schools)	Monday, July 9 <sup>th</sup>
Testing (Elementary/Middle)	Monday, August 6 <sup>th</sup> (Math) Tuesday, August 7 <sup>th</sup> (ELA) Wednesday, August 8 <sup>th</sup> (make-up)
Regents Testing (High School)	Thursday, August 16 <sup>th</sup> Friday, August 17 <sup>th</sup>

**Registration:** Students must register using the enclosed application that contains your charter school’s DBN number (on upper left hand corner of this letter). Please duplicate applications as needed but do not use application forms from prior years. Students will not be permitted to register without the individualized application form containing your school’s DBN number and your signature. This DBN number will be used to prepare and mail summer school results to schools.

Questions pertaining to this process should be directed to the Charter Schools Office via email at [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov).

Encl



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2012 SUMMER SCHOOL INSTRUCTIONAL APPLICATION FOR CHARTER SCHOOL STUDENTS (GRADES 3-12)

To be completed by the sending charter school. Parents of elementary & middle school students must accompany student to registration at NYC Public Schools. Complete one form for each student. (NOTE: Form will not be accepted by the NYC Public School without a DBN #)

52 Chambers Street
New York, New York
10007

SCHOOL INFORMATION:

SCHOOL NAME: DBN #:
SCHOOL ADDRESS: CITY/STATE/ZIP:
PRINCIPAL/DIRECTOR NAME: SCHOOL TEL. #

STUDENT AND PARENT/GUARDIAN CONTACT INFORMATION:

STUDENT LAST NAME: STUDENT FIRST NAME:
DATE OF BIRTH: SOC. SEC. #:
NYC OSIS #: MALE FEMALE
HOME ADDRESS: CITY/STATE/ZIP:
PARENT/GUARDIAN NAME: RELATIONSHIP:
HOME TEL. #: WORK/EMERGENCY TEL. #:
CURRENT GRADE ANTICIPATED GRADE
(SCHOOL YEAR ENDING JUNE 2012): (SEPTEMBER 2012):

TO BE COMPLETED FOR STUDENTS IN ELEMENTARY OR MIDDLE SCHOOLS ONLY.

THE ABOVE-REFERENCED STUDENT IS "AT SERIOUS ACADEMIC RISK IN THE FOLLOWING AREA(S)":
ENGLISH LANGUAGE ARTS/READING SPRING 2012 ELA/READING SCORE:
MATHEMATICS SPRING 2012 MATHEMATICS SCORE:

TO BE COMPLETED FOR STUDENTS IN HIGH SCHOOL ONLY.

THE ABOVE-REFERENCED STUDENT SHOULD REGISTER FOR THE FOLLOWING HIGH SCHOOL COURSE(S) AND/OR REGENTS EXAMINATION(S)\*:
HIGH SCHOOL CORE COURSE: HIGH SCHOOL CORE COURSE:

\*NOTE: REGENTS EXAMINATIONS WILL BE HELD ON THURSDAY, AUGUST 16, AND FRIDAY, AUGUST 17, 2012.

NEW YORK STATE REGENTS EXAMINATION - SUBJECT:
NEW YORK STATE REGENTS EXAMINATION - SUBJECT:

Registration Information:

All charter school students may begin registering on June 11th. HS students can also register on the first day of summer school. Charter school parents should contact schools to determine the actual start and end dates of their summer school programs. All students, as in the past, will be accommodated on a "space available" basis. The availability of space is a local decision made at the school level. Refer to the cover letter for detailed information pertaining to the 2012 Summer School Instructional Program.

Certification:

I hereby certify that the courses described above will allow the student to either graduate from school or advance to the next grade.

Charter School Principal's Name Principal's Signature Date

Parent/Guardian and student agree to abide by all relevant NYCDOE Rules and Regulations.

Parent/Guardian Signature Date Student Signature (High school only) Date