

2013

Public School Choice Program Information Booklet

للحصول على نسخة باللغة العربية من هذه الوثيقة، نرجو زيارة الموقع الإلكتروني أدناه.	Pour obtenir la traduction de ce document, merci de visiter le site internet cité ci-dessous.	Перевод данного документа на русский язык находится на вебсайте, указанном ниже.
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NYC

Department of
Education

Dennis M. Walcott, Chancellor

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Questions?

If you have any questions about the Public School Choice program, contact the Office of Student Enrollment by phone at 718-935-2439, or contact the Public School Choice Team by email at NCLB_PSC@schools.nyc.gov.

If you have questions about transportation, contact the Office of Pupil Transportation (OPT) at 718-392-8855 or visit the OPT website at www.nyc.gov/schools/Offices/Transportation.

For more information, visit www.nyc.gov/schools/NCLB.

Welcome!

This guide is designed to help you understand the Public School Choice Program and provide you with the tools you need to make informed decisions.

Public School Choice Eligibility

The New York State Education Department (NYSED) and the New York City Department of Education (NYCDOE) determine which students can participate in the Public School Choice (PSC) Program. This year, students are eligible for a PSC transfer if they are in the following categories:

1. **Phase Out:** NYCDOE decides which schools should phase out due to low performance and/or low demand. Phase out is a process of gradual closure over a two- to three-year period.
2. **Priority or Focus:** NYSED identifies schools as Priority or Focus if they are among the lowest performing statewide in terms of overall performance, graduation rate, and/or other criteria.

All students currently attending Priority, Focus and/or Phase-out schools may apply. However, fifth grade students at a K-5 school, eighth grade students, and current high school seniors on track to graduate in June 2013 are not eligible to apply for a transfer. Students in fifth grade at a K-5 school will be moving on to another school in September 2013, and all eighth grade students participate in the High School Admissions Process.

Important Dates

- Information sessions take place throughout March (see below for dates)
- The deadline to apply is April 19, 2013.
- Transfer offers will be mailed to families in June.

Public School Choice Information Sessions

All sessions take place from 6 – 8 pm.

Borough	Date	School Site	Street Address
Bronx	Monday, March 18	Herbert H. Lehman High School	3000 East Tremont Avenue
	Tuesday, March 19	Theodore Roosevelt Educational Campus	500 East Fordham Road
Brooklyn	Monday, March 18	P.S. 178 Saint Clair McKelway	2163 Dean Street
	Wednesday, March 20	M.S. 113 Ronald Edmonds Learning Center	300 Adelphi Street
Manhattan	Tuesday, March 12	High School of Graphic Communication Arts	439 West 49 th Street
	Wednesday, March 20	Louis Brandeis	145 West 84 th Street
Queens	Tuesday, March 19	Long Island City High School	14-30 Broadway
	Thursday, March 21	Thomas A. Edison CTE High School	165-65 84 Avenue
Staten Island	Tuesday, March 12	New Dorp High School	465 New Dorp Lane

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, but you cannot rank schools in order of preference. We recommend picking 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. You will only receive an offer for a school you did not pick if none of your preferred schools has availability and you choose this option. “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 deadline is April 19, 2013.** If you do not submit the Transfer Application Form by the deadline, we will conclude that you have chosen not to request a transfer and your child will remain enrolled in his or her current school.

Public School Choice is an optional program. If you would like to keep your child at his or her current school, you do not need to submit an application.

Offer Letters

Transfer offers will be mailed to families in June. 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. There is no guarantee that you will receive a transfer offer for your child. Additionally, if your child does not meet the grade requirements for promotion, his or her transfer offer may be changed or denied.

Accepting a Transfer Offer

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.

Application Process FAQs

What schools are available for my child? You can only apply to a school if it is listed on the Transfer Application Form.

Is this a mandatory program? No, you are being provided with the option to request a transfer for your child. If you want your child to stay at his or her current school, check “No, I would not like to request a transfer” in the “Requesting a Transfer” section of the Transfer Application Form.

Can I rank my school choices? No, there is no ranking order on the application. 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.

Am I guaranteed a transfer offer? No, there are a limited number of seats available at each school.

If I receive a transfer offer, do I have to accept it? No, you do not have to accept the transfer offer.

What happens if I miss the deadline? If you do not submit the Transfer Application Form by the deadline, we will conclude that you have chosen not to request a transfer. Your child will remain enrolled in his or her current school.

MAKE INFORMED DECISIONS

Consider the following school qualities before you apply:

- Location
- School size
- Academic focus
- Program offerings and after-school activities

There are many different types of schools listed on your application. Schools can vary with respect to their size, location, academic focus and program offerings. Before you apply, contact schools to make sure that their programs and activities match your preferences. You can find contact information and detailed descriptions in the elementary, middle and high school directories at www.nyc.gov/schools/ChoicesEnrollment.

Transportation

We encourage you to consider the distance your child will have to travel to get to any school that you select on your application. Use the MTA website (www.mta.info) to estimate the best route and the distance/time from your home to a school. Make sure you know how long it takes to get from your home to every school you select on your application.

Students who transfer to a different school through Public School Choice will receive transportation through the final grade of that school. Transportation could be a yellow school bus or a full fare MetroCard.

The following transportation rules apply to Public School Choice transfers:

- Students in grades K-2 who live less than ½ mile from their school are eligible for a full-fare Metro Card.
- Students in grades K-2 who live more than ½ mile from their school are eligible for yellow school bus transportation.
- Students in grades 3-6 who live less than a mile from their school are eligible to receive a full-fare MetroCard.
- Students in grades 3-6 who live more than a mile or more from their school are eligible to receive yellow bus service.
- Students in grades 7-12 are eligible to receive full-fare Metro Cards, regardless of the distance they must travel to school.

Busing for General Education students is not available outside of the borough of residence and is available through eighth grade for some schools in Districts 21, 25, 27, and 31. To see a list of these schools, visit www.nyc.gov/schools/Offices/Transportation.

You can call the Office of Pupil Transportation (OPT) at 718-392-8855 the week before school starts to confirm that busing has been arranged to the new school.

Transportation FAQs

Will my child keep the same transportation every year?

Eligibility for PSC Transportation is dependent upon your child's grade level and distance between your home and the new school. For example, a Grade 2 student that transfers through the Public School Choice program and resides more than ½ mile but less than 1 mile from the new school is eligible for General Education transportation Yellow School Bus. When this student begins Grade 3 he or she would be eligible for a Full fare MetroCard for public transportation.

Transportation FAQs (continued)

If I accept a transfer for my child, when will I be informed about transportation?

If you accept your offer, Office of Pupil Transportation (OPT) staff will contact you over the summer to ask if you are requesting yellow bus transportation. If your child is eligible for yellow busing we will confirm your information and busing will be available at the beginning of the school year. You can contact OPT during the last week of August for yellow bus information at 718-392-8855. If your child receives a MetroCard, it will be distributed by the school at the beginning of the school year.

What if we move after my child has transferred to a school through Public School Choice?

If your family moves after your child has transferred to a school through Public School Choice, your child will receive transportation based on the new address using the eligibility requirements listed above. Please be sure to notify the school of your new address.

What if my child leaves the school he or she transferred into through Public School Choice?

The General Education transportation provided under PSC would no longer be guaranteed. If a student leaves the school, transportation eligibility is determined by current NYCDOE transportation guidelines. To find the NYCDOE transportation guidelines, please visit OPT's website at www.nyc.gov/schools/Offices/Transportation.

How can I figure out the distance from my home to a school?

Use the MTA Trip Planner at www.mta.info to estimate the best route and the time and distance from your home to a school. Remember, you can be matched to any school on your application so make sure you are comfortable with the time it takes to get from your home to the schools you select on your application.

School Performance Tools

Our schools, educators and families are all responsible for ensuring student success. The Quality Review, Progress Report and NYC School Survey are three tools that, along with the important information gathered through personal experiences with schools, can assist parents and students in evaluating school options.

Quality Review: The Quality Review was developed to assist New York City schools in raising student achievement. The process is designed to look behind a school's performance statistics by drawing on observations, discussions with principals, teachers, staff, students and parents, and other sources of information about each school, to ensure that the school is engaged in effective methods of accelerating student learning. As a result, the Quality Review focuses on how well schools and classrooms are organized and operating to improve the achievement of every student.

Progress Report: The Progress Report informs families about schools' strengths and weaknesses, emphasizing how far students have come in the past year. Progress Report grades, which range from A to F, are made up of three sections: student progress, student performance, and school environment. In each section, a school's results are compared to the results of other schools serving similar students. You can use the Progress Report to compare schools, to highlight areas in which a school is performing well, and to identify ways it can improve. Each school also receives a Progress Report Overview that summarizes the key points of the report.

To find these reports, or for more information, see www.nyc.gov/schools/Accountability/Tools/Report.

School Performance Tools (continued)

NYC School Survey: New York City families have great ideas about how to make our schools better. The annual NYC School Survey invites parents, teachers, and students in grades 6-12 to provide feedback about their school's learning environment. School Survey results contribute to a school's Progress Report grade and help school leaders make important decisions about their schools. For more information, visit www.nycschoolssurvey.org.

To view a school's accountability reports online, follow these instructions:

1. Visit www.nyc.gov/schools.
2. Enter school's name or number into the "School Search" box.
3. Your search results will appear on the left.
4. In the pop-up box on the map, click the "Statistics" link.
5. Click on the school's accountability reports.

New York State Accountability

The New York State Education Department (NYSED) determines the accountability status of schools based on its own set of measures. For more information about New York State Accountability, visit the NYSED website: www.p12.nysed.gov/accountability.

Priority and Focus Schools: "Priority" and "Focus" Schools are schools that did not make Adequate Yearly Progress (AYP) according to NYSED. AYP determinations are based upon assessing both the participation rate and performance of students in English language arts, math and science.

You can find up-to-date school accountability information at <https://reportcards.nysed.gov>. If you have any questions or concerns as you select a school, please speak with the school's guidance counselor. If you are offered a placement at a Focus or Priority school, you will be expected to attend it in September 2013.

Special Education Services

If your child currently receives special education services, he or she will continue to receive them at his or her new school. At the new school, you will participate in your child's annual Individualized Education Program (IEP) Team meeting to review your child's progress. During the meeting, the IEP Team will document your child's current skills and abilities, review and establish educational goals, and determine what supports and services would be best for him or her.

Special Education students who receive door-to-door transportation according to their Individualized Education Program (IEP) will continue to receive mandated transportation if they transfer to a different school through the Public School Choice program.

English Language Learners

The Department of Education provides a range of programs and supports to ensure that English Language Learners (ELLs) receive the language-based services necessary to excel in school. Schools *must* inform parents of the three program models in New York City whether or not the parent's preferred model is currently offered at the school. The programs models are Transitional Bilingual Education (TBE), Dual Language, and English as a Second Language (ESL). If you need additional information about services for English Language Learners (ELL), please call 212-374-6072 or visit <http://www.nyc.gov/schools/Academics/ELL>.

Site Accessibility

If your child has limited mobility, please consider the accessibility of your potential transfer schools. For more information about Site Accessibility in New York City public schools, refer to the document *List of Accessible Schools* at www.nyc.gov/schools/Academics/SpecialEducation/TellMeMore/ImportantDocuments.

Public School Choice Application Checklist

- Check with your current school to verify that your address is correct in ATS. This will ensure that you receive important mail in a timely manner.
- Contact your selected schools to find out if their offerings, courses, programs, and activities match your preferences.
- Check travel time! Use www.mta.info to estimate the best route and the time/distance from your home to a school. Make sure you know how long it takes to get from your home to the schools you select on your application.
- Indicate that you would like to apply for a transfer by selecting YES on the Transfer Application Form or check NO to decline.
- Print and sign your name, record the date, and provide a phone number and email address on the application form.
- Photocopy your Transfer Application Form and save the copy for your records.
- Return the Transfer Application Form in the mail; it must be postmarked by Friday, April 19, 2013.