

SCHOOLS



	Pre-Kindergarten	Kindergarten	Gifted & Talented
December	<i>No action required</i>	<ul style="list-style-type: none"> • Hold tours and open houses. • Distribute Elementary School Directories to families. 	<i>No action required</i>
January – February	<i>No action required</i>	<ul style="list-style-type: none"> • Provide information (directories, flyers) to all families who visit your school looking for help submitting an application, including those participating in the Turning 5 process. • Do not accept paper applications! Refer families to apply over the phone, online, or in person at an enrollment office. • Allow families to use a computer or a phone to submit their application, if possible. • Review information about the planned number of classes and offers for the fall (principals will receive an email). 	<ul style="list-style-type: none"> • Test current K-2 students during the school day, providing at least 48 hours notice in writing to parents.
February – March	<ul style="list-style-type: none"> • Distribute directories to families • If you have a pre-k program, hold open houses or tours during the application period in March. 	<ul style="list-style-type: none"> • Conduct sibling verification and dual language verification (if applicable) in SEMS. • Review Program Candidate List (PCL) just before offers are communicated to families. 	<i>No action required</i>
April – May	<ul style="list-style-type: none"> • If your school has a pre-k program, conduct sibling verification in SEMS. 	<ul style="list-style-type: none"> • Pre-register students who received offers, including those in the Turning 5 process; enter student information in ATS and indicate acceptances and declinations in SEMS. • Follow instructions that will be available in SEMS for any concerns related to address documentation. • If you have questions about serving students in the Turning 5 process, email Turning5@schools.nyc.gov. 	<ul style="list-style-type: none"> • If you have a G&T program, hold open houses or tours during the application period, which closes April 18, 2014. • Conduct sibling verification in SEMS.
May – June	<ul style="list-style-type: none"> • If your school has a pre-k program, pre-register students with offers in ATS. • Maintain a waitlist of families who are interested in a pre-k placement. • Make offers to waitlisted students using standard pre-k priorities. 	<ul style="list-style-type: none"> • After initial offers are made, you will be able to add walk-ins to your kindergarten waitlist in SEMS. If your school is zoned, has seats available, and has zoned walk-ins, these students should be registered, not waitlisted. • Use your waitlist in SEMS to fill available seats. To request that additional priority groups be opened up in SEMS, email ES_Enrollment@schools.nyc.gov. 	<ul style="list-style-type: none"> • Register students with offers in ATS. • Report available seats at the end of pre-registration for summer attrition offers.

2014 Elementary School Admissions

What to share with families about steps and timeline throughout the year

FAMILIES

Students being evaluated for special education services should explore school options and submit an application in the same way as their peers. More information about the "Transition to Kindergarten" is available at www.nyc.gov/schools/Academics/SpecialEducation/tellmore/transitioning_to_kindergarten



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December	<i>No action required</i>	<ul style="list-style-type: none"> Find your zoned elementary school by calling 311 or visiting www.nyc.gov/schools/schoolsearch. Review Elementary School Directory at www.nyc.gov/schools/kindergarten. Participate in tours and open houses. A list of events is available at www.nyc.gov/schools/kindergarten, or you can contact schools directly. 	<i>No action required</i>
January – February	<i>No action required</i>	<ul style="list-style-type: none"> Decide which schools you're applying to for kindergarten, and the order of your preference. Visit a kindergarten admissions event if you still have questions about the process. Check out our calendar at www.nyc.gov/schools/kindergarten. Submit your kindergarten application: <ul style="list-style-type: none"> Online at www.nyc.gov/schools/kindergarten Over the phone by calling 718-935-2400 In person at an Enrollment Office Be sure to get a receipt! Interpretation services are available in 150 languages over the phone and in person. 	<ul style="list-style-type: none"> Testing will take place in January or early February.
February – March	<ul style="list-style-type: none"> Check out the Pre-K Directory and attend open houses and tours at schools of interest. Submit your application. 	<i>No action required</i>	<i>No action required</i>
April – May	<i>No action required</i>	<ul style="list-style-type: none"> You will receive your child's kindergarten offer in early April. Follow the instructions in your offer letter and visit the school to pre-register. You must bring your child, proof of your child's date of birth, and two proofs of your address. 	<ul style="list-style-type: none"> Score reports will go out in early April. Eligible students will also receive an application listing program options and how to apply. The application deadline is April 18, 2014.
May – June	<ul style="list-style-type: none"> You will receive the notification in early June. The deadline to accept an offer is in late June. 	<ul style="list-style-type: none"> If your child is on the waitlist at schools you listed on your kindergarten application, they may contact you in late spring, summer, or early fall to offer your child placement. 	<ul style="list-style-type: none"> Applicants will receive notification in late May. The deadline to accept an offer is in early June.

Families who miss the deadline to apply for kindergarten should call 718-935-2009 for assistance. All eligible students will be provided with a kindergarten placement offer.