

EDUCATIONAL IMPACT STATEMENT: The Proposed Re-Siting of P.S. 315 The Lab School (10X315) from Building X859 to New Building X779 Beginning in the 2017-2018 School Year

I. Summary of Proposal

The New York City Department of Education (“DOE”) is proposing to re-site P.S. 315 The Lab School (10X315, “The Lab School”), an existing non-zoned school in Community School District 10 (“District 10”) that serves students in kindergarten through eighth grade, to new building X779 (“X779”), located at 2865 Claflin Avenue, Bronx, NY 10468, in the 2017-2018 school year. A “re-siting” means that part or all of a school will be located in a different building than the building in which the school is currently located. The Lab School is currently housed in building X859 (“X859”), located at 2246 Jerome Avenue, Bronx, NY 10453, which is approximately 1.3 miles away from building X779. If this proposal is approved, The Lab School will serve the entirety of its students in building X779 beginning in the 2017-2018 school year.

This proposal is intended to support The Lab School and improve learning conditions by re-siting the school to a new building that offers academic facilities designed for the school and better accommodates the school’s enrollment. The Lab School’s current building, X859, is significantly over-utilized, with a utilization rate of 169%.¹ The Lab School’s new building, X779, will provide new facilities and a more suitable learning environment for the school’s size and type, with an estimated building utilization rate much lower than that of the current building. In addition, X779 is a fully air-conditioned facility that offers The Lab School amenities that are not available in its current building, including a gymnasium² and multiple types of specialty and resource rooms.

Community Engagement

Engagement was conducted in the course of creating this proposal. This engagement includes the following:

- The DOE’s Office of District Planning attended Community Education Council 10’s (“CEC 10”) meeting on October 20, 2016 to share information about the potential re-siting of The Lab School.
- The DOE’s Office of District Planning and Office of Space Planning met with the The Lab School principal, School Leadership Team members, and other staff on October 26, 2016 to discuss the proposal, respond to questions from the The Lab School community, and gather feedback. The District 10 Principal Leadership Facilitator from the Superintendent’s team was also present.

The DOE will provide other community engagement opportunities following this posting including:

¹ References to the building utilization rate for X859 in 2016-2017 are based on target capacity data from the 2015-2016 Enrollment, Capacity, and Utilization Report (the “Blue Book”) and 2016-2017 Budget Register Projections. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. The Blue Book is available at <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69>.

² A gymnasium is a room that combines the functions of a gymnasium and auditorium. It has a full court gym floor with bleachers on one side and a stage area in the opposite side (set into the wall).

- An optional community meeting open to the public prior to the Joint Public Hearing for this proposal, where representatives from the DOE will meet with the school community (upon request) to discuss the proposal further and take questions, comments, and feedback.
- A Joint Public Hearing to be held at building X859, located at 2246 Jerome Avenue, Bronx, NY 10453.
- Dedicated phone and email lines for this proposal to accept public comment at any time following the posting of this proposal. Comments can be submitted in any language by calling 212-374-5159 or emailing D10Proposals@schools.nyc.gov.
- A Panel for Educational Policy (“PEP”) meeting at which PEP members are anticipated to vote on several proposals, including this one, prior to implementation of the proposal. This meeting is also open to the public and attendees are welcome to provide comment on this proposal. All comments received at the above-noted hearing or through phone or email lines by 6:00 p.m. on the day before the PEP meeting where this proposal will be voted on by PEP members will be addressed by the DOE in an analysis of public comment, which is made available to the public after 6:00 p.m. on the day before the PEP meeting.

Information on the Joint Public Hearing and PEP meeting can be found on the DOE website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2016-2017/December212016SchoolProposals>.

According to the School Construction Authority (“SCA”), X779 is anticipated to be ready for occupancy by September 2017. The re-siting of The Lab School is contingent upon completion of construction. If X779 is not ready for student occupancy for the 2017-2018 school year, the DOE may issue a new proposal for an alternative siting in accordance with Chancellor’s Regulation A-190. Due to the fact that the building is new and currently under construction, no school organization currently occupies X779. According to the SCA, X779 is projected to have the capacity to serve 256 students, while X859 has a capacity of 158.³ As mentioned above, the DOE seeks to improve learning conditions for The Lab School students by re-siting the school into X779. The DOE believes the new building, which will better accommodate The Lab School’s enrollment, is a significant improvement from the school’s current building and will provide a more suitable learning environment for its students.

If this proposal is approved, The Lab School will no longer serve students in X859. Instead, beginning in the 2017-2018 school year, The Lab School’s students will be served in X779, which will have an estimated building utilization rate of 72%-107%. Although a utilization rate in excess of 100% may suggest that a building will be over-utilized or overcrowded in a given year, this rate does not account for the fact that rooms may be programmed for more efficient or different uses than the standard assumptions in the utilization calculation. Therefore, the DOE believes that building X779 has sufficient space to accommodate The Lab School, pursuant to the DOE Instructional Footprint (“the Footprint”), which guides space allocation and use in city schools. In addition, if this proposal is approved, the Lab School’s utilization rate will decrease significantly, due to increased capacity in X779 relative to X859.

II. Proposed or Potential Use of Buildings

As referenced above, X779 is expected to have the capacity to serve 256 students according to the SCA. If this proposal is approved, in the 2017-2018 school year, X779 is projected to serve 185-275 students,⁴ yielding an estimated building utilization rate of 72%-107%. As mentioned, though the utilization rate could exceed 100%, the DOE believes that X779 has sufficient space to accommodate The Lab School. If this proposal is approved, The Lab School will be fully re-sited to building X779 for the 2017-2018 school year.

³ Capacity of X779 is based on building designs as reported in the Program of Requirements (“POR”) from the SCA. See note 1 for information on X859 capacity.

⁴ Enrollment is based on the 2016-2017 Budget Register Projections.

The charts below depict the current and future grade spans for The Lab School, if this proposal is approved:

Grade Spans in Building X859

DBN	School Name	2016-2017	2017-2018
10X315	P.S. 315 Lab School	K-8	-

Grade Spans in Building X779

DBN	School Name	2016-2017	2017-2018
10X315	P.S. 315 The Lab School	-	K-8

The chart below shows enrollment and utilization⁵ for building X859:

DBN	School Name	2016-2017 Budget Register Projections	2017-2018 Projected Enrollment ⁶
10X315	P.S. 315 Lab School	267	-
Total Building Enrollment		267	-
Utilization		169%	-

⁵ References to the building utilization rate for X859 in 2016-2017 are based on target capacity data from the 2015-2016 Enrollment, Capacity, and Utilization Report (the "Blue Book") and 2016-2017 Budget Register Projections. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. The Blue Book is available at <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69>.

⁶ Projected enrollment figures are based on 2016-2017 Budget Register Projections.

The chart below shows the projected enrollment and building utilization⁷ for building X779, if this proposal is approved:

DBN	School Name	2016-2017 Budget Register Projections	2017-2018 Projected Enrollment ⁸
10X315	P.S. 315 Lab School	-	185 - 275
Total Building Enrollment		-	185 - 275
Utilization		-	72% - 107%

More information on target capacity and utilization is available in Appendix C of this Educational Impact Statement (“EIS”). More details about space allocations are available in Section III and Appendix C of this EIS. The Footprint, which guides space allocation and use in city schools, can be found on the DOE website at: http://schools.nyc.gov/NR/rdonlyres/4B3CDB70-5FCD-4DA5-82E0-6F83761B3D12/192842/DOEFootprint_December_2017.pdf.

There are currently no other proposed uses for X779. Any future significant changes to school utilization in X779 would be proposed in a future EIS, if one is required pursuant to Chancellor’s Regulation A-190, and be subject to separate approval by the PEP in accordance with Chancellor’s Regulation A -190.

III. Impact of the Proposal on Affected Students, School, and Community

A. Students

The Lab School is a non-zoned school currently serving students in grades kindergarten through eight in X859. The DOE is proposing to re-site The Lab School to new building X779 as of the 2017-2018 school year in order to improve learning conditions and reduce overutilization of the building in which the school is housed. If this proposal is approved, The Lab School will continue to serve students in grades kindergarten through eight.

Impact on Current and Future Students at The Lab School

This proposal is not expected to impact current or future student admissions or instructional programming at The Lab School. The Lab School is a non-zoned school that admits students through the kindergarten admissions process based on the following priorities: students residing in the district whose verified siblings will be enrolled in grades kindergarten through five; students residing outside the district whose verified siblings will be enrolled in grades kindergarten through five; students residing in District 10; and students residing outside the district. These priorities are in accordance with Chancellor’s Regulation A-101.⁹ The school also admits new students for sixth grade through a school-based application process. In addition to the central middle school admissions process, students may choose to apply to a number of middle schools

⁷ The SCA calculated the target capacity for X779 for the 2017-2018 school year. An official building utilization rate for building X779 will not be available until after the school building opens. At that time, the utilization rate will be described in more detail in the Blue Book.

⁸ Projected enrollment figures are calculated based on 2016-2017 Budget Register Projections.

⁹ Chancellor’s Regulation A-101 can be found at the following link: <http://schools.nyc.gov/NR/rdonlyres/1CC25F63-74E8-41A6-8031-490F206F148D/0/A101.pdf>.

that manage their own admission process, such as The Lab School.

Middle School applications for The Lab School are available at the school and at nearby elementary schools, and students are selected for admission after an interview and review of their elementary school report cards. Though this re-siting proposal will not affect admissions at The Lab School, the school may join the middle school admissions process starting with students entering 6th grade in September 2018. Information about all middle school options for families is printed in each district's Middle School Directory, which can be found at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>. Please see Appendix B of this EIS for more information on middle school admissions.

This proposal may impact current or future student enrollment. As mentioned above, The Lab School's proposed new location within District 10 is approximately 1.3 miles from its current location. It is expected that all current Lab School students, with the exception of eighth-grade students continuing on to high school or fifth-grade students who apply and are matched to another middle school, will continue to attend The Lab School in its new location. However, any students who prefer a different school option may seek a transfer for the 2017-2018 school year through the Office of Student Enrollment ("OSE") by speaking first with school administrators and then visiting a Family Welcome Center, which will work to match students based on their needs and seat availability, in accordance with Chancellor's Regulation A-101. This proposed change in location is also expected to impact student transportation eligibility, which is discussed in Section VI below.

As noted, this proposal is not expected to impact instructional programming at The Lab School. The Lab School currently serves general education students and students requiring special education services, including students currently enrolled in Self-Contained ("SC") classes and students receiving Special Education Teacher Support Services ("SETSS") and related services. If this proposal is approved, students with disabilities will continue to receive services in accordance with their Individualized Education Programs ("IEPs"), and this will not result in any reduction in the school's ability to provide special education services to students who need them. Services are tailored to meet the individual needs of the students with disabilities currently enrolled and, as such, may vary from year to year.

In addition, English Language Learner ("ELL") students enrolled at The Lab School receive English as a New Language ("ENL") services. All current and future students enrolled at The Lab School will receive their mandated special education and ENL services if this proposal is approved.

The Lab School currently offers the following programs and extra-curricular activities:¹⁰

- **Instructional Programs:** English Language Arts and Math Clinics, Saturday Test Preparation Academy
- **Extra-curricular Activities:** Dance, Violin

The Lab School will continue to offer extra-curricular programs based on student interests, available resources, and staff support for those programs, though the specific programs offered are always subject to change. That is true at any City school, as all schools modify extra-curricular offerings annually based on student demand and available resources.

Impact on Future Elementary Students in District 10

This proposal to re-site The Lab School to X779 is not expected to impact the admissions process for elementary schools in District 10. The Lab School is an existing district school that currently serves students in kindergarten through eighth grade. Non-zoned districts schools, including The Lab School, will continue to give priority to students who reside in the district, as they have in the past and in accordance with Chancellor's Regulation A-101.

¹⁰ School reported data as of October 2016.

Through the elementary school admissions process, students are offered the opportunity to apply to a range of elementary schools within their district, and/or schools with borough-wide or citywide eligibility. Please see Appendix B of this EIS for more information on elementary school admissions.

Impact on Future Middle School Students in District 10

This proposal to re-site The Lab School to X779 is not expected to impact the admissions process for middle schools in District 10. The Lab School currently admits middle school students through a school-based application process and will continue to do so if this proposal is approved.

Through the middle school admissions process, students are offered the opportunity to apply to a range of middle schools within their district, and/or schools with borough-wide or citywide eligibility. Students may also choose to apply to a number of schools that manage their own admissions process, such as The Lab School. Information about all of these options and their admissions processes is printed in each district's Middle School Directory, which is updated yearly and can be found on the DOE's website at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>.

Please see Appendix B of this EIS for more information on middle school admissions.

B. School

If this proposal is approved, The Lab School is projected to enroll an estimated 185-275 students at X779 in the 2017-2018 school year, resulting in a projected utilization for X779 of 72%-107%.

If this proposal is approved, the DOE believes there will be sufficient space at X779 to accommodate The Lab School. Please see Appendix C of this EIS for more information on the Footprint, which guides space allocation and use in city schools, and visit the DOE's website to access the Footprint: <http://schools.nyc.gov/Offices/OSP/KeyDocuments/InstructionalFootprint>.

According to the SCA's floorplan designs, which describe the facilities that are expected to be available at X779, X779 will have a total of 11 full-size ("FS") rooms, 8 half-size ("HS") and 12 quarter-size ("QS") rooms. The building also has the following areas: a gymnasium, a library, a kitchen and a cafeteria. Building X779 will also contain the following:

- The custodian's office will occupy 2 quarter-size rooms;
- The School Based Support Team ("SBST") will occupy 1 quarter size room; and
- The nurse's office will occupy 1 quarter-size room.

Excluding the spaces above, X779 will have a total of 11 full-size rooms, 8 half-size rooms, and 8 quarter-size rooms.

In the 2016-2017 school year, The Lab School has a baseline footprint allocation of 11 full-size rooms, 3 half-size rooms, and 3.5 full-size equivalent rooms ("FSE") of administrative space. In 2017-2018, when The Lab School will be re-sited to X779, and beyond, The Lab School's baseline footprint allocation will be 11 full-size rooms, 3 half-size rooms, and 3.5 FSE of administrative space, to be comprised of 3 half-size rooms and 8 quarter-size rooms, for a total of 11 full-size rooms, 6 half-size rooms, and 8 quarter-size rooms. This means there will be 2 half-size excess rooms in the building.

X779 was designed for grades of students being served by The Lab School specifically to ensure that the facilities would meet the needs of school. X779 is a fully air-conditioned facility, which includes a reading resource room, a speech room, and an art and science resource room. In addition, it includes a gymnasium, a room that combines the functions of a gymnasium and an auditorium, which The Lab School students do not currently have access to in X859. Lastly, The Lab School will receive its space allocation per the Footprint. Since The Lab School will be the only organization located in this building, it will have extensive flexibility

in programming the space.

The baseline allocation of full-size rooms for The Lab School in building X779 is detailed in the chart below:

DBN	School Name	2016-2017	2017-2018
10X315	P.S. 315 The Lab School	-	11
	FULL SIZE ROOMS AVAILABLE FOR ALLOCATION	-	11
	FULL SIZE ROOMS IN EXCESS OF BASELINE ALLOCATION	-	0

Building Safety and Security

If this proposal is approved, The Lab School will develop a safety and security plan for building X779 prior to the first day of school in September 2017. The DOE makes the following safety and security supports available to schools:

- Providing the Best Practice Standards for Creating and Sustaining a Safe and Supportive School as a resource guide;
- Reviewing and monitoring school occurrence data and crime data (in conjunction with the Criminal Justice Coordinator and NYPD);
- Technical assistance via the Borough Safety Directors when incidents occur;
- Professional development and kits for Building Response Teams; and
- Monitoring and certifying School Safety Plans annually.

C. Community

The DOE supports the re-siting of The Lab School from X859 to X779 due to the benefits that will be derived from the re-siting. This proposal is intended to support The Lab School and improve learning conditions by re-siting the school to a new building that offers academic facilities better designed for the school. In addition, the re-siting to X779 will provide The Lab School improved space to serve its student body effectively, as their current utilization rate is 169% and the new utilization rate at X779 is expected to be between 72%-107%.

As mentioned above, if this proposal is approved, the new location will be 1.3 miles away from X859, in the 10X086 elementary school zone and the 10X244 middle school zone. As a result of this location change, some students will have to travel a greater distance to reach the new school building, while the commute of other students will be reduced, depending on students' home location. In addition, this will result in different and likely more students being eligible for busing or other modes of transportation, depending on the distance from each student's home residence to X779. The DOE also anticipates that moving The Lab School will attract fewer students from the previous zones and more from the new zones. In its new location, The Lab School will continue to serve the District 10 community as a choice kindergarten through grade eight option.

Building X779 is accessible by the same subway and public bus lines as The Lab School's current location, with a walk of approximately 0.5 miles from the subway. Transportation will continue to be provided to students attending The Lab School based on eligibility, as governed by Chancellor's Regulation A-801.¹¹

¹¹ Chancellor's Regulation A-801 can be found at the following link: <http://docs.nycenet.edu/docushare/dsweb/Get/Document-39/A-801.pdf>

There are currently no proposed uses for X859. In the future, if the DOE issues a proposal that would cause significant changes to school utilization in X859, it would be proposed in a EIS and be subject to separate approval by the PEP in accordance with Chancellor's Regulation A-190. There are no other proposed uses for X779.

The DOE anticipates that X779 will not be accessible and that community members and organizations will be able to obtain building use permits. As stated, there are currently no proposed uses for X859, which is not accessible. Any change to availability depends on whether there are future plans to use the building, which would be proposed in accordance with Chancellor's Regulation A-190.

IV. Enrollment, Admissions, and School Performance Information

The Lab School

Admissions Data

Current Admissions	Grades K-5: Choice Grades 6-8: School-based application
Admissions after Re-siting	Grades K-5: Choice Grades 6-8: School-based application

Enrollment Data¹²

	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total Enrollment
2016-2017 (budget register projections)	21	25	27	36	34	32	36	30	26	267
2017-2018 (projected)	15-25	15-25	15-25	20-30	25-35	25-35	25-35	25-35	20-30	185-275

Demographic Data¹³

% Students with Disabilities (any student receiving an IEP)	17%
% English Language Learners	16%
% Students qualifying for free or reduced price lunch or eligible for Human Resources Administration (HRA) benefits	96%

¹² Projected enrollment figures are based on 2016-2017 Budget Register Projections.

¹³ Based on the 2015-2016 Audited Register as of October 31, 2015, as reported in the city wide Demographic Snapshot, which is available at: <http://schools.nyc.gov/AboutUs/schools/data/default.htm>. Demographic figures represent The Lab School in its current building, X859 and may not represent the demographics of The Lab School after the re-siting.

School Performance Data

	2013-14	2014-15	2015-16
School Quality Indicators¹⁴			
1.1 Curriculum	N/A ¹⁵	Well Developed	N/A
1.2 Pedagogy	N/A	Proficient	N/A
2.2 Assessment	N/A	Well Developed	N/A
3.4 High Expectations	N/A	Well Developed	N/A
4.2 Teacher Teams and Leadership Development	N/A	Well Developed	N/A
Performance Data¹⁶			
English Language Arts % Proficient (Levels 3 and 4)	24%	26%	46%
Math % Proficient (Levels 3 and 4)	37%	36%	35%
Other Key Performance Indicators			
Attendance Rate	94%	94%	N/A ¹⁷
2015-2016 State Accountability Status¹⁸	Good Standing		

V. Initial Impact on Budget and Cost of Instruction

The estimated cost to re-site The Lab School to X779 is \$64,000. This cost includes moving all existing materials and furniture from the current site to X779.¹⁹

This proposal should not otherwise impact the operating budget or costs of instruction at The Lab School. Most funding in schools' budgets is allocated on a per-pupil basis, based on Fair Student Funding ("FSF") per capita allocation levels. Schools receive additional funds for students with disabilities, ELL students, and students with additional academic needs.

Please refer to the FSF Guide²⁰ and the FY17 School Allocation Memoranda²¹ for additional information on cost of instruction and how FSF funding and other school allocations may be impacted as a result of potential register changes at The Lab School.

¹⁴ The 2015-2016 Quality Review Report formally reports on these five Quality Indicators. Full descriptions of these Quality Indicators can be found in the 2016-2017 Quality Review Rubric, which is available at:

<http://schools.nyc.gov/NR/ronlyres/8C11A001-7E78-469D-996F-B0C3703CEA81/0/201617QualityReviewRubric.pdf>.

¹⁵ Not all schools receive quality reviews every year. The Lab School did not have Quality Reviews for the 2013-14 or 2015-16 school years.

¹⁶ Performance data for the 2013-2014 school year and the 2014-2015 school year is from the School Quality Reports available at: <http://schools.nyc.gov/Accountability/tools/report/default.htm>. Because School Quality Reports are not available for the 2015-2016 school year, 2015-2016 performance data is from the New York State data available at:

<http://schools.nyc.gov/Accountability/data/TestResults/ELAandMathTestResults>.

¹⁷ Attendance data for the 2015-2016 school year is not yet available.

¹⁸ This status is determined by State Education Department ("SED") under the New York State waiver for the No Child Left Behind Act. For more information, please visit the SED website at:

<http://www.p12.nysed.gov/accountability/ESEADesignations.html>.

¹⁹ Based on average per pupil re-siting costs provided by the Division of Space Management.

²⁰ Available at the DOE website at:

http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy16_17/fy17_pdf/fsf_guide.pdf

²¹ Available at the DOE website at:

http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy16_17/AM_FY17_pg1.html.

VI. Effect on Personnel Needs, Administration, Transportation, and Other Support Services

A. Personnel Needs

The proposed re-siting is not expected to alter the duties of current staff at The Lab School, although if this proposal is approved, beginning in 2017-2018, all The Lab School staff would report to X779 rather than X859.

B. Administration

No change in school supervisory or administrator positions at The Lab School is expected as a result of this proposal. If this proposal is approved, beginning in 2017-2018, all The Lab School staff would report to X779 rather than X859.

C. Transportation

If this proposal is approved, this proposal is expected to impact whether or not students qualify for free fare or half fare transportation, pursuant to Chancellor's Regulation A-801. The Lab School will be re-sited to X779, approximately 1.3 miles from its current location, beginning in the 2017-2018 school year. Current students, with the exception of those eligible to graduate eighth grade by the end of the 2016-2017 school year, will attend school at The Lab School at X779. As a result of this re-siting, some students will have to travel a greater distance to reach the new school building, while other students will have to travel a shorter distance.

If this proposal is approved, it may result in an increase in the number of students eligible for busing, and a commensurate increase in the support required from staff. Transportation will continue to be provided to students attending The Lab School in accordance with Chancellor's Regulation A-801:

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-39/A-801.pdf>

D. Other Support Services

The provision of certain support services is described above. Other support services would be provided as consistent with Citywide policy.

VII. Building Information

Building data does not exist for X779, as the building is still under construction.

Appendix A: Target Capacity and Utilization

As described in more detail in the Blue Book, available online at: <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69> a building's target utilization rate is calculated by dividing the aggregated enrollment of all the school organizations in the building by the aggregated "target capacities" of those organizations. Each school organization's "target capacity" is calculated based upon the scheduled use of individual rooms as reported by principals during an annual facilities survey, the DOE's goals for maximum classroom capacities (which are lower than the United Federation of Teachers ["UFT"] contractual class sizes and differ depending on grade level), and the efficiency with which classrooms are programmed (i.e., the frequency with which classes are scheduled in a given classroom). The target capacity assumes that the components underlying that target capacity (scheduled use of classrooms, goal maximum classroom capacity, etc.) remain constant.

The most recent year for which target capacity has been calculated for buildings is 2015-2016. As described above, the DOE's projected utilization rates for the 2016-2017 school year and beyond are based on the 2015-2016 target capacity, which assumes that the components underlying that target capacity (scheduled use of classrooms, maximum classroom capacity, etc.) remain constant. Thus, projected utilization rates for 2016-2017 and beyond provide only an approximation of a building's usage because each of the factors underlying target capacity may be adjusted by principals from year to year to better accommodate students' needs. For example, changing the use of a room from an administrative room to a homeroom at the high school level will increase a building's overall target capacity because for high schools administrative rooms are not assigned a capacity. Holding enrollment constant, this change will result in a lower utilization rate. Similarly, if a room previously used as a kindergarten classroom is subsequently used as fifth-grade classroom, the building's target capacity will increase because we expect that a fifth-grade class will have more students than a kindergarten class. This is reflected in the fact that the DOE's goal for maximum classroom capacity is higher for fifth-grade classrooms than for kindergarten classrooms. In this example, as well, assuming enrollment is constant, the utilization rate will decrease.

Appendix B: School Admissions

Elementary School Admissions

The DOE offers zoned, non-zoned, and choice elementary schools.²² A student's zoned school is determined by his or her home address in accordance with Chancellor's Regulation A-101. The full details of A-101 can be found at: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>.

Zoned schools are obligated to serve all students residing in their zone, space permitting, regardless of when families show up to register. Applicants must be admitted to kindergarten at zoned schools in the following order of priority and in accordance with Chancellor's Regulation A-101:

- a. Zoned students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
- b. Zoned students other than those in (a) above applying to the zoned school

If space allows, and as OSE deems appropriate based on district needs, additional offers may be authorized for the following priority groups, in the below order. Only the Office of Student Enrollment may authorize the placement of non-zoned students out of this priority order; for example, for students who cannot be accommodated at their zoned school or for special programs such as dual language or inclusion classes for students with Autism Spectrum Disorders.

- c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year who are not zoned to the school, but are residents of that district;
- d. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 at the start of the following school year who are residents of another district;
- e. Students currently attending the school's pre-kindergarten program who reside outside the school's zone but in the school's district, without a sibling who will be in grades K-5 at the school in the following school year;
- f. Students currently attending the school's pre-kindergarten program who reside outside the school's zone and district, without a sibling who will be in grades K-5 at the school in the following school year;
- g. Students other than those in (c) and (e) above who are residents of that district;
- h. Students other than those in (d) and (f) who are residents of another district.

Applicants are admitted to kindergarten at non-zoned schools in the following order of priority and in accordance with Chancellor's Regulation A-101:

- a. Students who reside in the school's district whose verified siblings are pre-registered or enrolled at the time of the application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
- b. Students who reside outside the school's district whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
- c. Students currently attending the school's pre-kindergarten program who reside in the school's district, without a sibling who will be in grades K-5 at the school in the following school year;
- d. Students currently attending the school's pre-kindergarten program who reside outside the school's district, without a sibling who will be in grades K-5 at the school in the following school year;

²² District 1 (Lower East Side, Manhattan), District 7 (South Bronx) and District 23 (Brownsville, Brooklyn) are choice districts, which means they do not have any zoned schools.

- e. Students other than those in (a) and (c) above who are residents of that district;
- f. Students other than those in (b) and (d) above who are residents of another district.

Elementary school students with IEPs, with the exception of those recommended for placement in a District 75 school,²³ a Non-Public School Placement, or specialized programs,²⁴ are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities receive mandated programs and services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible. In accordance with DOE policy, ELL students will also be admitted to elementary schools in the same manner as their peers who are not ELL students. Any students requiring ELL services to receive appropriate services in accordance with DOE policy.

Pre-kindergarten applicants are considered for placement in zoned schools based on standard admissions priorities, as outlined below and in accordance with Chancellor's Regulation A-101:

- a. Zoned students whose verified siblings are pre-registered or enrolled at the time of application submission and will be in grades K-5 in the school at the start of the following September;
In some cases, dependent upon the timing of the approval of a rezoning plan, a student's zoned district school may change during the application period. In such cases, the student continues to have priority to the original zoned school.
- b. Zoned students other than those in (a);
- c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following September who are residents of that district;
- d. Out-of-district students whose verified siblings will be enrolled in grades K-5 at the start of the following September;
- e. In-district students;
- f. Out-of-district students

Pre-kindergarten applicants are considered for placement in non-zoned schools based on standard admissions priorities, as outlined below and in accordance with Chancellor's Regulation A-101:

- a. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following September who are residents of that district;
- b. Out-of-district students, whose verified siblings will be enrolled in grades K-5 at the start of the following September;
- c. In-district students;
- d. Out-of-district students.

²³ District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 349 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at: <http://schools.nyc.gov/Offices/District75/default.htm>.

²⁴ Specialized programs refer to a set of programs that are not in every district school. These programs include bilingual special education programs and programs for students with Autism Spectrum Disorder. If a student is identified as requiring a specialized program, s/he may be offered a program as an alternative to the placement offered through the admissions and enrollment processes. For more information please visit <http://schools.nyc.gov/Academics/SpecialEducation/enrollment/specializedprograms/default.htm> or email specializedprograms@schools.nyc.gov.

For both kindergarten and pre-kindergarten, if there are more applicants than available seats within a priority group, seats will be assigned by random selection to members of that group.

Middle School Admissions

Through the middle school admissions process, students are offered the opportunity to apply to a range of middle schools within their district, as well as to schools with borough-wide or Citywide eligibility. Students may also choose to apply to a number of schools that manage their own admission process. Information about all of these options is printed in each district's Middle School Directories, which can be found at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>. Please note that these directories are updated yearly. General information about the middle school admissions process can be found on the DOE's website at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/default.htm>.

With the middle school admissions process, students rank their preferences from among their eligible choices, which are pre-populated on each student's customized middle school application. These options may include:

- Middle schools or programs with a screened admissions method (admission is based on criteria designated by the school) or composite score admissions method (a combination of factors are used to create one score for each applicant);
- Middle schools or programs with an unscreened or limited unscreened admissions method (limited unscreened schools admit students on the same basis as unscreened schools except that they give preference to students who have attended a school information session);
- Zoned middle schools;
- K-8 schools with a zoned, screened, or unscreened admissions method for the middle school grades that have available seats for middle school students;
- 6-12 schools with an unscreened, limited unscreened, or screened admissions method for middle school students;
- Schools with borough-wide or Citywide eligibility with unscreened, limited unscreened, or screened admissions methods.

The Citywide deadline for fifth-grade students to submit middle school applications for the 2017-2018 school year is in December 2016. Additionally, new middle schools designated to open throughout the city for the 2017-2018 school year will be available for students to consider in early 2017. Eligible students will have the opportunity to submit a "new schools" application in at that time. Information about middle school application deadlines will be available at the following link: <http://schools.nyc.gov/ChoicesEnrollment/Calendar>.

Middle school students with IEPs, with the exception of those recommending placement in a District 75 school, are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities continue to receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible.

In accordance with DOE policy, ELL students are admitted to middle school in the same manner as their peers who are not ELL students. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

Appendix C: Instructional Footprint

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education or ICT section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.