

Category: **STUDENTS**Issued: XX/XX/2016 Number: **A-101**

Subject: ADMISSIONS, READMISSIONS, TRANSFERS, AND LIST NOTICES FOR ALL STUDENTS Page: 1 of 1

**SUMMARY OF CHANGES**

This regulation supersedes Chancellor's Regulation A-101 dated January 21, 2016.

**Changes:**

- Expands sibling priority to include students attending District 75 schools that are co-located in the same building as the school to which the family is applying (p. 4, § II.A.1).
- Removes the Pre-K admissions priority for students whose zoned school does not have a Pre-K program, and removes distinction between in-borough and out-of-borough applicants (pp. 4-5, § II.B).
- Provides that schools may use other admissions priorities to achieve greater diversity, provided that these priorities are pre-approved by the Division of Early Childhood Education (for Pre-K programs only), Office of Student Enrollment, and Office of General Counsel (p. 5, § II.B.4; p. 6, § II.C.3).
- Clarifies that students who arrive after the conclusion of the admissions process, who do not have a zoned school or high school placement, must visit a Family Welcome Center for placement. In addition, students who are seeking admission to a non-zoned elementary or middle school placement may visit a Family Welcome Center to determine other available options within the district (p. 7, § II.E.1-2).
- Updates capping policies: provides Field Support Centers and Office of District Planning with authority to cap a grade, and clarifies overflow procedures and the right to return policy (p. 8, § II.G).
- Clarifies that the right of return to a student's prior school after discharge from the NYC public schools applies only to students seeking readmission within the same academic year; however, middle and high school students may not have completed the academic year at another school. (p. 9, § II.H.3-4; p. 10, § III.A).
- Clarifies that elementary and middle school students' right of return to NYC public schools is contingent on the student's continued eligibility for that school based on the priority used for admission. Provides that if the school to which a discharged student is seeking to return is capped for that student's grade, the student will be overflowed to the designated overflow school (p. 10, § III.A).
- Defines right of return to Gifted & Talented (G&T) programs for students previously enrolled in district and citywide G&T programs (p. 10, § III.A.2).
- Clarifies that transfers of English Language Learners (ELLs) into bilingual programs are decided upon by Field Support Center Deputy Director of ELLs, Superintendents, and the central Division of ELLs and Student Support (p. 11, § IV.A.3).
- Clarifies responsibilities of the Office of Student Enrollment, Field Support Center, School Safety, and Department of Mental Health & Hygiene/Office of School Health in making transfer decisions for safety and medical hardships (pp. 11-12, § IV.B.3-4).
- Provides for Guidance transfers of students based on academic or social issues that are not covered by current hardship transfer categories (p. 13, § IV.B.8).
- Clarifies investigation of residency procedures (p. 16-17, § VII.B).

## ABSTRACT

This regulation supersedes Chancellor's Regulation A-101 dated January 21, 2016. It sets forth the policies concerning admission, discharge, and transfer of pupils in New York City public schools.

### I. INTRODUCTION

The Office of Student Enrollment (Student Enrollment) maintains sole authority and responsibility for enrollment policy and enrollment planning for all schools except those in District 75 and District 79. The Superintendents for those districts maintain responsibility for enrollment operations and policy in those districts.

#### A. Admission to School – General Policies and Procedures

1. Children may not be refused admission to a public school because of race, color, creed, national origin, gender, gender identity, pregnancy, immigration/citizenship status, disability, sexual orientation, religion, or ethnicity.
2. Children whose 4<sup>th</sup> birthday falls within the calendar year of admission are to be admitted to pre-kindergarten (limited to designated programs and subject to available seats).
3. Children whose 5<sup>th</sup> birthday falls within the calendar year of admission are required to attend and must be admitted to kindergarten, whether these children are entering school for the first time or being transferred from another school, except that such children are not required to attend kindergarten if:
  - their parents elect instead to enroll them in 1<sup>st</sup> grade the following academic year, or
  - they are enrolled in non-public schools or in home instruction.

Children whose 6<sup>th</sup> birthday falls within the calendar year of admission must be admitted to the 1<sup>st</sup> grade, subject to paragraph 5 (below).

4. Children are required to attend school from age 5, except in cases of 3a or 3b above. Attendance is required through the end of the school year in which children turn 17 and, if no high school diploma has been granted, they may remain in school until the end of the school year in which they turn 21.
5. In cases where a student is required to attend 1<sup>st</sup> grade based upon his or her age, but the principal deems that another grade placement would be more instructionally appropriate, the principal will consult with the Superintendent concerning placement and will provide medical or other evaluative documentation, which has been submitted by the parent or guardian, justifying a different placement. The Superintendent will make the final decision concerning the appropriate grade level for the student.
6. A student must be a resident of New York City in order to be entitled to attend a New York City public school. Any student whose primary residence is outside New York City must submit an application to the Office of Student Enrollment to be considered for enrollment in a New York City public school in accordance with Chancellor's Regulation A-125.
7. All students must complete a Residency Questionnaire upon enrolling at their school. Any student identified as living in temporary housing must be referred to the Students in Temporary Housing program. See the Residency Questionnaire (Attachment No. 6) which is accompanied by the *McKinney-Vento Act* Guide for Parents and Youth (Attachment No. 7).

8. In order for a student to register into a New York City public school, the parent and the child must both appear,<sup>1</sup> and must present:
  - A. Verifiable proof of residence (see Section VII);
  - B. Proof of age, such as a birth certificate, passport (including a foreign passport), or record of baptism (which includes date of birth). If these documents are unavailable, other documentation or recorded evidence may be used to determine a child's age, such as:
    - a. official driver's license;
    - b. State or other government issued identification (including an IDNYC card);
    - c. school photo identification with date of birth;
    - d. consulate identification card;
    - e. hospital or health records;
    - f. military dependent identification card;
    - g. documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement);
    - h. court orders or other court-issued documents;
    - i. Native American tribal document; or
    - j. records from non-profit international aid agencies and voluntary agencies.
  - C. Child's immunization records (if available);
  - D. Child's latest report card/transcript (if available);
  - E. Child's Individualized Education Program (IEP) and/or 504 Accommodation Plan, if applicable and available.

If a student is not able to produce proof of immunizations, the student must be registered provisionally and appropriate follow-up must be done by the school in accordance with the procedures set forth in Chancellor's Regulation A-701.

If a student is unable to produce a birth certificate, passport, record of baptism, or other appropriate documentation that establishes the student's age, the student must be registered provisionally and the school must take follow-up action to ensure appropriate grade placement.
9. No student who has been appropriately registered by a school or registered or assigned by the Office of Student Enrollment, a District 75 program, or a Committee on Preschool Special Education, where applicable, may be turned away by the school to which the student is assigned/registered.
10. If a student is pre-registered or registered to attend an elementary school that s/he is eligible to attend (e.g., based on his/her home address, sibling priority, specialized program recommendation), the student must remain eligible at the time of admission in order to attend. If the student's eligibility status changes, the Office of Student Enrollment will transfer the student and register him/her at an appropriate school for which s/he is eligible.
11. If a student is admitted to the New York City public school system for the first time in grades 2-8 after having attended school in another school district, that student will be placed based on the available educational records from the student's last school that

<sup>1</sup> As described in Section VIII, if an unaccompanied student comes into a Family Welcome Center or a school and indicates that he/she is homeless and wants to enroll in or transfer schools, he/she is not required to return with a parent in order to enroll/transfer. A student who is emancipated is also not required to register with a parent.

- are presented at the time of enrollment. In the absence of sufficient educational records to make a determination, the student will be placed based upon his or her age.
12. For students who are new to the New York City public schools and do not have educational records, placement will be made as follows:
    - a. In cases where a student is placed in grades 2-8, but the principal deems that another grade placement would be more instructionally appropriate, the principal will consult with the Superintendent and provide evidence to justify any recommendation. The Superintendent will make the final decision concerning the appropriate grade level for the student.
    - b. For students of high school age, a student who does not have educational records and who turns 15 within the school year (on or before June 30<sup>th</sup>) of admission will be enrolled in 9<sup>th</sup> grade. In cases where such a student is placed in high school, the principal or his/her designee will then determine an appropriate grade placement within the school upon receipt of the appropriate educational records.
  13. If a student is discharged from the NYC public schools and returns within the same school year (on or before June 30<sup>th</sup>) the student will be placed based on consideration of the student's grade placement at his or her previous NYC school and the available educational records from the student's last school that are presented at the time of enrollment. If no records are available, the student will be placed in the same grade level as when he/she was discharged in that school year. If a student is discharged from the NYC public schools and returns to the NYC public schools in a subsequent school year, the student will be placed in the same manner as a student entering the NYC public school system for the first time, as outlined in paragraph 12 (above).
  14. Placement for any school-age student seeking admission at a school or Family Welcome Center must be arranged within 5 school days.
  15. Students seeking admission to high school, who have not participated in the high school admissions process, must appear at a Family Welcome Center to enroll. No high school (except D75 schools, District 79 programs and transfer schools) may register students.
  16. By law, students may not be required or asked to present documentation of immigration status nor can they be denied admission to school based on immigration status or failure to present documentation about immigration status. Reference to the immigration status of a child or parent<sup>2</sup> is not to appear on any school forms and/or records.
  17. Students in the care of social welfare agencies, juvenile justice agencies, and correctional agencies are to be admitted into schools in the same manner as other students.
  18. Students in grades K-12 who change residence within New York City are entitled to remain in their current school until completion of the terminal grade. Students may not be transferred to their zoned school or district of residence because of disciplinary or academic problems except pursuant to the procedures set forth in Chancellor's Regulation A-450.
  19. Parents of such elementary and middle school students referenced in Section I. A.18 above for whom the change of residence renders the student ineligible for his/her current school based on his/her new residence are responsible for pupil attendance and punctuality. These students will not become eligible for yellow bus transportation. If attendance or punctuality worsens, the school must work with the student and his/her family to facilitate and support regular attendance and punctuality. If, however, excessive absence and/or lateness continues, and it is in the best interest of the student, the principal may begin the transfer process to an appropriate school which the

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<sup>2</sup> Parent as used in this regulation means the student's parent or guardian or any person in a parental or custodial relationship to the student, or the student if s/he is an emancipated minor or is 18 or older.

student is eligible to attend based on his/her new residence. The principal must submit to the Field Support Center point person documentation regarding the student's excessive absence and/or lateness, as well as documented efforts made to work with the student and his/her family to support regular attendance. The Field Support Center point person will review the documentation submitted by comparing the attendance and lateness record prior to and following the student's change in residence as well as the documentation of the school's efforts to support the student's attendance. If the Field Support Center point person confirms that attendance and punctuality have worsened, s/he will inform the Executive Director for Borough Enrollment or his/her designee, who will approve or deny the transfer request. If approved, the parent must be provided with written notification by the principal that the student is being transferred. The Office of Student Enrollment will effectuate the transfer of the student and place the child on register of the zoned or assigned school or another appropriate school which the student is eligible to attend.

The transfer of homeless students or students in temporary housing for poor attendance is prohibited by Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431) and Chancellor's Regulation A-780.

## II. ADMISSIONS POLICIES

### A. Sibling Priorities

1. For purpose of assignment priority, a sibling is a brother or sister (including half-brothers, half-sisters, stepbrothers, stepsisters, foster brothers, and foster sisters) of the applicant, who lives in the same household and
  - a. is or will be enrolled in the school's Kindergarten to 5<sup>th</sup> grade; or
  - b. is enrolled in a District 75 program that is co-located in the same building as the school to which the student is applying.
2. Schools maintain responsibility for verifying sibling status before admissions offers are made.
3. Siblings of students already pre-registered or enrolled at an elementary school at the time of application submission are given sibling priority for admission into elementary school programs for which they meet the eligibility requirements as described below, subject to available seats.
4. In a K-5, K-6, K-7, or K-8 elementary school, an applicant can be granted sibling priority only if the sibling is pre-registered or enrolled in the school at the time of application submission, and will be in grade 5 or below at that school at the start of the following September.

### B. Admission Priorities to Pre-Kindergarten Programs ("Pre-K")

1. Students must turn 4 by December 31<sup>st</sup> of a school year in order to be eligible to attend Pre-K programs.
2. Students are admitted to NYC DOE Pre-K programs in zoned district schools in accordance with the following admissions priority order, subject to available seats:
  - 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.
3. Students are admitted to NYC DOE Pre-K programs in non-zoned district schools in accordance with the following admissions priority order, subject to available seats:
  - 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;
4. For individual Pre-K programs, additional priorities may be added to the admissions priority structure to achieve greater diversity in the student body. Those priorities must be pre-approved by the Division of Early Childhood Education, the Office of Student Enrollment, and the Office of the General Counsel. Families will receive notice of any additional priorities prior to the application process.

C. Admission to Kindergarten<sup>3</sup>

1. 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 zoned schools in the following order of priority:
  - 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 in September;
  - b. Zoned students other than those in (a).

If the Office of Student Enrollment deems appropriate based on space, historical trends, and district needs, offers may be made for the following priority groups, in the order outlined below. 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 specialized programs, such as dual language programs.

- 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 in September 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 in September who are residents of another district;
- e. Students currently attending the school's Pre-K 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;

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<sup>3</sup> Sections II.C.1 & II.C.2 do not apply to non-zoned districts.

- f. Students currently attending the school's Pre-K 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.
  2. Applicants must be admitted to non-zoned schools in the following order of priority:
    - a. in-district students 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 September;
    - b. out-of-district students whose verified siblings are pre-registered 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;
    - 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;
    - e. in-district students other than those in (a) and (c) above;
    - f. out-of-district students other than those in (b) and (d) above.
  3. For some schools, additional priorities may be added to the admissions priority structure to achieve greater diversity in the student body. Those priorities must be pre-approved by the Office of Student Enrollment and the Office of the General Counsel. Families will receive notice of any additional priorities prior to the application process.
- D. Admission to Zoned Elementary<sup>4</sup> and Middle Schools<sup>5</sup>
  1. Eligibility
    - a. Zoned students are entitled to attend their zoned elementary school subject to available seats.
    - b. Elementary and middle school students without a zoned school are entitled to a seat in a school in the district to which the student's address has historically been assigned, for elementary or middle school respectively.
    - c. In some cases, dependent upon the timing of the approval of a rezoning plan, a student's zoned school may change during the application period. In such cases, the student's zoned entitlement would be to the zoned school in effect at the time of enrollment.
    - d. Children whose verified siblings are enrolled in a zoned school that has been impacted by a re-zoning plan adopted by the CEC will maintain zoned sibling priority to that impacted school if such priority is provided for in the approved zoning plan.
    - e. Priority for middle school—Middle School Admissions
      - i. Students with a zoned middle school have a priority to attend that school if they rank it on their middle school application. During the middle school admissions process, available seats (determined by OSE) at zoned schools

<sup>4</sup> Subject to the additional provisions above, the provisions of this regulation pertaining to elementary schools include kindergarten as well.

<sup>5</sup> The policies in Section II.D govern admission to zoned elementary and middle schools with the exception of admission into pre-kindergarten which is governed by the policies set forth in Section II.B above.

will be available for non-zoned students who apply once all of the zoned students have been accommodated in the application process. Zoned students who do not apply to their zoned school no longer have a priority to attend that school. Zoned students who have applied will be accommodated before non-zoned students on appeal as space is available.

- ii. 5<sup>th</sup> grade students attending a K-8 school maintain a priority for the 6<sup>th</sup> grade middle school admissions process if they rank the continuing K-8 school on their middle school application. During the middle school admissions process, available seats (determined by OSE) at K-8 schools will be available for non-continuing students who apply once all of the continuing students have been accommodated in the application process. Continuing students who do not apply to their current school no longer have a priority to attend that school for 6<sup>th</sup> grade. Continuing students will be accommodated before non-continuing students on appeal as space is available.
  - iii. Students whose middle school placement is not their zoned school relinquish their zoned entitlement for the duration of middle school. Students whose middle school placement is not the K-8 school they attended for elementary school relinquish their entitlement to return to that K-8 school for the duration of middle school. Students must visit the Family Welcome Center to make any new requests to be placed at the zoned or K-8 school the student attended for elementary school.
- E. Registration/Assignment For Students Who Do Not Participate in the Elementary and Middle School Admissions Processes
1. Elementary school students arriving after the conclusion of the admissions process for kindergarten:
    - a. Students with a zoned school may register directly at their zoned elementary school; enrollment will depend upon the availability of seats in the student's grade. These students may also visit a Family Welcome Center to determine other available options in the district.
    - b. Students without a zoned school should visit a Family Welcome Center for placement.
  2. Middle school students who did not participate in the middle school admissions process:
    - a. Students enrolled in the New York City public school system at the time of the 6<sup>th</sup> grade application process will be assigned to a middle school.
    - b. New students with a zoned school may register directly at their zoned middle school; enrollment will depend upon the availability of seats in the student's grade. These students may also visit a Family Welcome Center to determine other available options in the district.
    - c. New students without a zoned school arriving after the admissions process should visit a Family Welcome Center for placement.
  3. Students not participating in an admissions process for an entry grade seeking admission to a non-zoned elementary and middle school or to an elementary or middle school for which they are not zoned may only be assigned/registered in accordance with the policies set forth in this regulation or as otherwise determined by the Office of Student Enrollment.
- F. Policies for Zoned Elementary and Middle Schools
1. Kindergarten is the entry grade to New York City Public Schools. Students must turn 5 by December 31<sup>st</sup> of a school year in order to be eligible to begin kindergarten in that academic year.
  2. Students zoned for an elementary or middle school have priority for enrollment in those

schools in accordance with the policies outlined in this regulation and must be accommodated before assignments are made to non-zoned students.

3. Zoned schools are required to register zoned students and must accept zoned students in accordance with the policies set forth in this regulation and subject to available seats as determined and authorized by the Office of Student Enrollment.
4. Non-zoned students may be admitted to a zoned school only in accordance with the policies set forth in this regulation and as otherwise determined by the Office of Student Enrollment.

G. Capping Policies<sup>6</sup>

1. A zoned school has a responsibility to serve all children who live within its zone, space permitting, in accordance with policies outlined in this regulation.
2. Zoned schools cannot close enrollment or “cap” a grade to achieve or maintain reduced class size in any grade. Only the Office of Student Enrollment, the Office of District Planning, or the Field Support Center may cap a grade to prevent additional enrollment.
3. In cases where students must be sent to another school from the zoned school because of overcrowding, each student is entitled to an alternative placement within the district of residence.
  - a. Students in this situation will receive priority to enroll in another school ahead of any non-zoned applicants to that school.
  - b. Any student assigned to attend a different school due to overcrowding must either accept the assignment or find another alternative to the zoned school.
4. Students who have been reassigned to a school other than their zoned school on the basis of an approved capping plan may remain on the waitlist for their zoned school until a deadline is established by the Office of Student Enrollment. The following procedures will apply to those students:
  - a. If a student has been reassigned to an overflow school due to a capping plan, those students will have priority for any available seats in the next grade, and seats will be assigned in waitlist order.
  - b. Students who have been reassigned may decline a return to the zoned school and remain at the overflow school.
  - c. Students who decline their offer to return to the zoned school will relinquish their place on the waitlist for their zoned school. If that student later requests to transfer to the zoned school, the transfer will only be granted if all other reassigned zoned students have been accommodated.
  - d. Students who decline their offer to return to the zoned school and were eligible for transportation to the overflow school will no longer be entitled to transportation unless otherwise required or eligible based on guidelines established by the Office of Pupil Transportation.
  - e. Upon completion of the last grade in an elementary school, such students will have the option to matriculate to middle school based on their elementary school of enrollment or their place of residence.
5. Parental requests for transfer to a student’s zoned elementary will be granted subject to available seats.

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<sup>6</sup> Capping policies apply to grades Kindergarten through 8<sup>th</sup> grade.

6. It is the primary obligation of a zoned school to serve its zoned students. If a zoned school is unable to accommodate all zoned students and is approved for a capping plan, non-mandatory programs at the school may be reduced or eliminated.

#### H. Matriculation Policies

1. Matriculation from a “choice” program (elementary and middle school only)

Any student who is admitted through an application or choice process, or who is granted a Placement Exception Request (PER) or is transferred into an elementary school for which he/she is not zoned, as outlined in Section IV, and who remains in attendance through the completion of the school’s last grade may choose to matriculate to middle school based on the options that are generally available to students who are zoned to an elementary school in the district where the student attended elementary school. Students may apply to middle school in the district in which they attend elementary school. The student may also choose to matriculate to middle school in the district containing the middle school to which they are zoned. In this scenario, an out-of-district elementary school student who elects to stay in that district for middle school has the same priority as in-district applicants. If an articulating student is not matched to a school of his/her choice, he/she has priority for a placement in the district of residence.

2. Articulation in K–8 and 6–12 schools

A school that is structured as a K-8 or a 6-12 must have multiple entry points. Therefore, when a student is admitted to a school that is structured as a K–8 or 6–12 that student is entitled to and has priority for admission to the upper grades. Such students may, at the same time, apply to any other school or program for which they are eligible. Students who reside in the elementary school zone have a priority to attend the K-8 school for 6<sup>th</sup> grade if they are not already in attendance.

3. Articulation to Middle School

- a. Students who have been discharged from the NYC public school system and have been matched to a school as the result of the middle school admissions process have a right to be enrolled in the school to which they were matched at any time during the school year for which they were matched, provided they have not completed the academic year at another school.

4. Articulation to High School

- a. Students articulating from 8<sup>th</sup> grade are either given a priority for or guaranteed admission to their zoned high school, as indicated in the High School Directory for the application year, if they apply to that school in the high school admissions process.
- b. Students who have been discharged from the NYC public school system and have been matched to a school as the result of the high school admissions process have a right to be enrolled in the school to which they were matched at any time during the school year for which they were matched, provided they have not completed the academic year at another school.<sup>7</sup>
- c. Students returning to the NYC public school system after completing the academic school year at a non-NYC public school will be directed to the Family Welcome Center and will receive a new school assignment for admission in the following school year. Such students do not have the right to return to the school to which they were matched prior to their discharge from the NYC public school system.

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<sup>7</sup> This policy applies to all high schools, including the specialized high schools, transfer schools and schools for newcomers and English Language Learners.

### III. READMISSION

#### A. Readmission to School upon Return to NYC Public Schools

In general, students returning to NYC public schools within the academic year of discharge from a NYC public school have the right to return to their prior school in accordance with the following guidelines:

1. Elementary/Middle School Students
  - a. A student has the right to return to his/her previous school if he/she continues to be eligible based on his/her previous admissions priority status, and there are available seats.
  - b. If the student is returning to his/her zoned school, and it is now capped for the child's grade, the student will be directed to the designated overflow school in accordance with Section II.F.
2. Students who were Previously Enrolled in Gifted & Talented Programs
  - a. District Programs
    - i. Students returning to the same district of residence may return to the same Gifted & Talented program, provided that a seat is available.
    - ii. If a seat at the student's prior Gifted & Talented program is not available, the student may be considered for placement in another district Gifted & Talented program within the district of residence, if a seat is available.
    - iii. Students returning to a different district of residence may be considered for placement in a district Gifted & Talented program within the new district of residence, if a seat is available.
  - b. Citywide Programs
    - i. Students returning to NYC may return to the same citywide Gifted & Talented program, if a seat is available.
    - ii. If a seat at the student's prior Gifted & Talented program is not available, the student may be considered for placement in another Gifted & Talented program.
  - c. The Office of Student Enrollment will make the final readmission determination in these cases.
3. High School Students
  - a. A student who has been discharged from the NYC public school system has the right to return to his/her previous high school (including the specialized high schools, transfer schools and schools for newcomers and English Language Learners) until the conclusion of the academic year that he/she was discharged, provided the student has not completed the academic year at another school.<sup>8</sup>
  - b. Students returning to the NYC public school system after completing the academic school year at another school will be directed to the Family Welcome Center and will receive a new school assignment for admission in the following school year. Such students do not have an automatic right to return to the school to they attended prior to their discharge from the NYC public school system.
4. For any question regarding a student's right of return, the Office of Student Enrollment will make the final determination about readmission.

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<sup>8</sup> A student discharged without a diploma may return to school until the end of the school year in which he/she turns 21.

#### IV. TRANSFERS

Schools are required to meet with families to review transfer requests and provide all supporting documentation when a transfer is warranted.

- A. All requests for transfers as well as all Placement Exception Requests<sup>9</sup> must be approved by the Office of Student Enrollment with the exception of:
1. Involuntary transfers<sup>10</sup> and voluntary transfers following superintendent suspensions, which are handled by the Borough Director of Suspensions in accordance with Chancellor's Regulation A-450 and A-443, respectively;
  2. Transfers of elementary school students seeking to attend their zoned schools (when seats are available), in which case, the receiving principal must admit the student;
  3. Authorized transfers by the Division of English Language Learners (ELLs) and Student Support, the Field Support Center Deputy Director of ELLs, and Superintendents of ELL students into a Dual Language or Transitional Bilingual Education program;
  4. Transfers of students due to a new specialized program need, such as bilingual special education or the ASD (Autism Spectrum Disorder) Nest program, as defined on the IEP;
  5. Authorized transfers by the Special Education Office due to the documented inability of the child's current school to provide the appropriate special education program (Integrated Co-Teaching and Special Class) as recommended on the IEP;
  6. Transfers mandated by an Impartial Hearing Order; and
  7. Transfers within District 75 and District 79.
- B. Other transfers may be granted to address a particular hardship as described below provided all requisite documentation is presented. In all cases, the Office of Student Enrollment will either deny or approve the transfer request and will determine the school to which a student will transfer.
1. Childcare Hardship Transfers (students in grades K-5 only): A parent may request a transfer for his/her child because a childcare hardship is created by his/her school's distance from employment and/or childcare location. The parent must provide supporting documentation from his/her employer and/or childcare provider affirming the childcare hardship.
  2. Sibling Transfers (students in grades K-5 only): A parent may request a sibling transfer for his/her child/children because one or more siblings attend different schools.
  3. Medical Transfers/Reasonable Accommodations: A parent may request a transfer for a child to address a need for a reasonable accommodation for a disability, which may include, for example, a medical condition or disability that prevents the student from physically accessing the school. A parent may also request a transfer for a child when the parent has a disability that prevents the parent from physically accessing the school. The parent must provide documentation signed by an appropriate healthcare or rehabilitation professional on the medical provider's letterhead, stating the nature of the condition for which an accommodation is requested, and the reason why the transfer is recommended. The Office of Student Enrollment may consult the Office of School Health/Department of Health and Mental Hygiene on transfer decisions. With parental consent, appropriate staff may contact the medical provider to gain further information.
  4. Safety Transfers: The procedures for granting safety transfers are outlined in Chancellor's Regulation A-449. Safety transfers may be granted in the following instances: (a) when students are victims of a violent criminal offense on school property

<sup>9</sup> Placement Exception Requests are requests made for fall admission to a school other than the student's zoned or assigned school due to a hardship.

<sup>10</sup> In accordance with Chancellor's Regulation A-450, students with IEPs cannot be involuntarily transferred.

pursuant to Every Student Succeeds Act (ESSA) or (b) in situations (including complaints of harassment, intimidation and bullying) in which it is determined that a student's continued presence in the school is unsafe for the student. ESSA Safety Transfer requests will be coordinated by the Borough Director of Suspensions.

With respect to non-ESSA safety transfers, the determination as to whether or not to grant a safety transfer must be made by the Executive Director of Borough Enrollment within 1 week of receipt of the required documentation from the principal/designee. The procedures are as follows:

- a. Safety transfer requests can be made in one of two ways:
    - i. Schools can request a safety transfer by submitting supporting documentation to the Family Welcome Center.
    - ii. Families can request a safety transfer by visiting the Family Welcome Center and submitting documentation, such as a police report.
  - b. For a safety transfer to be considered, a school must fax the following documents to the Family Welcome Center:
    - School Occurrence Report or other school documentation;
    - Police Report, Docket number, or court documentation, if applicable and if not previously submitted by the family;
    - Safety Transfer Summary of Investigation Form; and
    - Safety Transfer Intake Form.
  - c. If the supporting documentation does not sufficiently describe the safety issue or if additional information is needed, the Dean, the Assistant Principal Security, or the Principal must provide additional information to the Office of Student Enrollment;
  - d. Based on the nature of the safety transfer materials, the Executive Director of Borough Enrollment or designee may consult with the Field Support Center Deputy for Student Services and the Borough Safety Director who serves as the designee of the Chief Executive Officer for the Office of School and Youth Development (OSYD).
  - e. If it is determined that transferring the student will address the safety issue (regardless of where the incident took place), the safety transfer will be approved and a new placement identified by the Office of Student Enrollment. In all cases, the review and determination should take no more than 5 business days.
5. Sports Transfers (high school students only)
- a. In general, there are no transfers for sports.
  - b. A student athlete listed on the official Public School Athletic League (PSAL) roster in a particular sport who is attending a school that is being phased out and the school building has dropped that particular sport, may apply for a transfer to another school. A student athlete listed on the official PSAL roster in a particular sport who is attending a school where the team ceases to exist may also apply for a transfer to another school. In such cases, the Office of Student Enrollment will identify a school that has a space available and has a PSAL team for that sport and will facilitate an appropriate placement to meet the student athlete's academic and athletic needs;
  - c. A student athlete listed on the official PSAL roster in a particular sport who applies for a transfer under No Child Left Behind Public School Choice (NCLB) is only eligible to be transferred to a school on his/her NCLB application;

- d. In those cases outlined in b and c above, a student athlete is not guaranteed a spot on the official PSAL team in his/her sport at the new school. He/she must try out for the team;
  - e. All regulations regarding high school athletics are governed by the PSAL Student Athlete Rules and Regulations (available at [www.psal.org](http://www.psal.org)).
6. Travel Hardship Transfers (high school students only)
- a. A family must present verifiable proof of address to request a travel hardship transfer.
  - b. For a travel hardship transfer to be considered, the commute from home to school must be 75 minutes or greater or otherwise inaccessible by public transportation (i.e., more than 3 changes).
7. Transfer to Zoned High School (high school students only)
- a. In general, first-time 9<sup>th</sup> graders should complete their first year in high school at the school to which they were placed through the high school admissions process.
  - b. Students who request a transfer to their zoned school (where applicable) will be considered based on seat availability and may be deferred to the start of the following term.
  - c. Students with a documented hardship as listed above in items B.1–B.4 and B.6 will be prioritized over students without a documented hardship.
8. Guidance Transfers
- a. A parent or student may request a transfer if a student is not progressing or achieving academically or socially and an alternative placement would address these concerns.
  - b. The Office of Student Enrollment will consult with the Superintendent regarding the decision on a guidance transfer when appropriate. The Office of Student Enrollment and/or the Superintendent may reach out to the principal to obtain evidence or documentation regarding the transfer.
    - i. All guidance transfer decisions based on academic performance or chronic attendance issues must be approved by the Superintendent.
  - c. This transfer process is to be utilized only by **parents who initiate** a voluntary transfer request. If a **principal** seeks to initiate the transfer of a student because he or she has failed to adjust in school, the procedures set forth in Chancellor's Regulation A-450 regarding involuntary school initiated transfers shall apply and the principal must follow the process set forth therein.
- C. Placement Exception Request (elementary and middle school only)
- 1. Prior to the start of the school year, students may request a "Placement Exception Request (PER)" for fall admission to a school other than their zoned or assigned school.
  - 2. Exceptions to placement are considered primarily to address a hardship issue and must be supported by appropriate documentation. They will be granted to a particular school only if a school has not reached its projected register and there are seats available.

V. **ENROLLMENT POLICIES FOR STUDENTS WITH DISABILITIES WHO RECEIVE SPECIAL EDUCATION SERVICES**

- A. All policies regarding enrollment for general education students also apply to students with disabilities, including the policies governing student participation in admissions processes. With regard to transfers and placement of students with disabilities, the following policies should be noted:

1. When there is a change in program on the Individualized Education Program (IEP), students with disabilities are expected and entitled to remain in their current school unless the changes require a District 75 placement or Non-Public School.
2. Specialized Programs
  - a. If a child's IEP is revised to recommend a specialized program, including Bilingual Special Education and programs for students with Autism Spectrum Disorder (ASD), the student is entitled to remain at the current school until if and when the NYC DOE identifies and authorizes a new placement in that program. At that time, the student will be transferred.
  - b. If at any time, until the terminal grade, a student's IEP no longer reflects the specialized program need, the student is expected and entitled to remain at the school until the terminal grade. Students in elementary or middle school retain the right to transfer to his/her zoned school, space permitting.
- B. A student seeking readmission to New York City who was previously identified as a student with a disability who appears without an IEP will be placed by the Family Welcome Center, where applicable, in accordance with his/her last New York City IEP. Where appropriate, an IEP meeting must be held at the student's school within 30 days and a new IEP must be developed.
- C. If a student who is new to NYC presents documentation from out of New York City indicating the need for special education services, the student must be referred to the appropriate CSE or Family Welcome Center, where a determination of comparable services will be made and an appropriate school will be assigned.

## VI. DETERMINATION OF RESIDENCE

- A. A student's residence is determined as follows:
  1. Residence is determined by a person's physical presence as an inhabitant within the designated geographic boundaries of a school district with the intent to remain.
  2. The residence of a student for school purposes depends upon a factual determination of the care, custody and control of the student.
- B. The following procedure outlines how a person who is not the student's birth or adoptive parent or legal guardian may register the student:
  1. Students must be accompanied by a person in parental relation when registering for school (except for cases of unaccompanied youth as described in Section VIII.D and Chancellor's Regulation A-780). A person in parental relation includes the student's father or mother, by birth or adoption, stepfather or stepmother, legally appointed guardian or custodian. A person is regarded as the custodian of another individual if s/he has assumed the charge and care of such individual. Evidence of legal guardianship is not required to register a student.
  2. If the individual registering a student is not the parent by birth or adoption or the legal guardian, the individual must provide an affidavit to the school or Family Welcome Center with the name, home address, telephone number, name of the birth or adoptive parent(s) or legal guardian, the circumstances under which the student came to reside with him/her, and the duration of the stay (see Attachment No.1 or 2). Unaccompanied minors are not required to submit this notarized statement or affidavit (see Section VIII.D).
  3. If there are questions regarding the status of the person seeking to register the student, the student must be registered pending a further investigation by the school into who is serving in custodial relationship to the student.
- C. The following factors should be considered in determining if a student resides with an individual other than his /her birth or adoptive parent(s) or legal guardian:

1. Does the student intend to remain at the address?
2. Has the birth or adoptive parent or legal guardian relinquished custody and/or control over the student to another person with whom the student lives?
3. Does the birth or adoptive parent or legal guardian continue to support the student?
4. Does the adult with whom the student is living provide for the student's care and supervision?
5. Is there sufficient evidence that the parent has transferred custody and control of the student to the individual with whom the student is living? The school may require sworn and notarized statements or affidavits from the birth or adoptive parent or legal guardian (see Attachment No. 2).
6. Why is the student living with others? If the sole reason for living with others is to permit the student to attend a certain school or secure a transfer from his/her current school to another school for which he/she is not eligible, then the student's residence is not established there.

## VII. VERIFICATION OF RESIDENCY

- A. Proof of address must be provided when enrolling a student in school. A telephone bill, cable bill, credit card bill or medical insurance card, is not acceptable proof of address. Proof of residence must be demonstrated by any two of the following documents, each of which must state the home address.
1. Proof of address may be verified by any 2 of the following:
    - a. a lease agreement, deed or mortgage statement for the residence;
    - b. a residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison); must be dated within the past 60 days;
    - c. a bill for cable television services provided to the residence; must include the name of the parent and address of the residence and be dated within the past 60 days;
    - d. documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children's Services (ACS), or an ACS subcontractor, indicating the resident's name and address; must be dated within the past 60 days;
    - e. a current property tax bill for the residence;
    - f. a water bill for the residence; must be dated within the past 90 days;
    - g. rent receipt which includes the address of residence; must be dated within the past 60 days;
    - h. State, city, or other government issued identification (including an IDNYC card); which has not expired and includes the address of residence;
    - i. income tax form for the last calendar year;
    - j. official NYS Driver's License or learner's permit, which has not expired;
    - k. official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must include home address and be dated within the past 60 days;
    - l. voter registration documents, which include the name of the parent and the address of residence;

- m. unexpired membership documents based upon residency (e.g., neighborhood residents' association), which include the name of the parent and the address of residence;
- n. evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.

None of the documents listed above will suffice alone. Two proofs of residence are required, except in cases where a Third-Party Affidavit (see Attachment 8) is one of the documents, and in that case, three proofs of residence are required (as explained in paragraph 2 below). A telephone bill, credit card bill or medical insurance card is not acceptable proof of residency.

- 2. If a parent is subletting an apartment or home, or if more than one family shares a living space and there is only one leaseholder or homeowner, residency can be demonstrated by an "Address Affidavit" signed by both the primary leaseholder as well as the parent affirming that the family is residing in this home, and two other documents verifying the family's home address. It is preferable that the signatures on the Address Affidavit be notarized, but in the absence of notarized signatures, the Affidavit can be accepted together with additional documentation that verifies the primary leaseholder and the parent's residence in the apartment or home. If the parent is unable to obtain this type of Address Affidavit, the parent may submit a written statement by a third party attesting to the fact that the parent resides at a particular address ("Third-Party Affidavit", see Attachment 8), along with two other documents from the list in Section VII.A.1, above, verifying that the family is residing at this address.
- 3. If a parent has more than one residence in New York City, then the residence to be used for the purpose of school registration is the residence where the child lives.
- 4. If there is a question as to the adequacy of the proof of the home address, or if the parent is unable to provide the appropriate documents, the Office of Student Enrollment or the school, where appropriate, will admit the student on a provisional basis. The parent will be given a Provisional Admission Notice indicating that the student is being admitted to the school on a provisional basis pending the outcome of an address investigation (see Attachment No. 4). The school where the student is registered is responsible for initiating an address verification investigation in accordance with procedures below regarding "Falsification and Investigation of Residency". The student may not be turned away and is entitled to attend class while the investigation is pending.
- 5. The Primary Leaseholder/Tenant need not submit an Affidavit of Residency for students who are homeless, as defined by the McKinney-Vento Act.

#### B. Falsification and Investigation of Residency

If there is a question about a student's address or there is suspicion that a falsified address was used to register the student, the school must initiate an address verification investigation within 30 days of discovery of the problem.

- 1. If it is determined that the student resides at an address that renders the student ineligible to attend his/her current school, the principal must provide the Field Support Center point person with the results of the investigation. The Field Support Center point person will review the results, and if he or she deems appropriate, will recommend a transfer to the Field Support Director, or his/her designee. In addition, the Field Support Center point person will determine the actual address at which the

student resides.<sup>11</sup> The Field Support Director, or his/her designee, must review the documentation of the investigation and determine whether it is sufficient to warrant a transfer. The Field Support Director, or his/her designee, must then inform the Executive Director of Borough Enrollment and / or the principal of the approval to transfer the student.

2. If the student is to be transferred, the principal must provide the parent with written notice stating the following:
  - a. the findings of the investigation; and
  - b. the student is not entitled to attend the current school and will be transferred to the appropriate school; and
  - c. the name, number and location of the new school placement for which the student is eligible, and the date the transfer becomes effective as determined by the Executive Director for Borough Enrollment; and
  - d. the right to appeal the results of the investigation to the Field Support Director or designee that supports the school within 5 days of the notification letter.
3. The student will be transferred pending a ruling on the appeal unless the Field Support Director or designee, in consultation with the principal and the Executive Director for Borough Enrollment, determines that it is not appropriate. The ruling on appeal should be issued within 10 school days.
4. In order to determine an appropriate transfer school, the parent will be required to submit verifiable proof of address.
  - a. If the student's actual zoned school has been verified through the address investigation process, the principal of the current or offered school will direct the family to that zoned school by listing it in the written notice (see B.2).
  - b. If the student does not have a zoned school or is eligible to attend high school, the Executive Director of Borough Enrollment will determine the new school. For transfers to a school in another borough, the Executive Director of Borough Enrollment for the receiving borough will determine the new school, and place the child on register if appropriate.
  - c. If it is determined that the student does not reside in NYC, he/she will be considered a non-resident, in which case the parent will be required to pay tuition in accordance with Chancellor's Regulation A-125 for the time the student has been in attendance, and the student will be discharged as a non-resident at the end of the semester during which the determination is made. Additionally, the student forfeits his/her right to submit an application to remain as a non-resident.

## VIII. SPECIAL SITUATIONS

### A. Missing Child

If there is suspicion that a student who is being admitted to school may be a "missing child," a child who has been taken from a parent who has rightful custody, the principal must admit the child and immediately contact the local police precinct.

### B. Emancipated minors (16-17 years of age)

1. Only those students who are independent and living apart from their parents and who are not in need or receipt of foster care may be considered emancipated. If it is determined that a student is emancipated, the student is not required to be

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<sup>11</sup> For students in temporary housing, this investigation and requirement of address documentation is subject to the safeguards set forth in *McKinney-Vento*.

accompanied by a parent to register. The following questions may assist in determining whether a student is emancipated:

- a. Has the parent relinquished custodial duties?
- b. Is the student living separately from the parent or paying rent at home?
- c. Is the student managing his/her own affairs?
- d. When was the student last in touch with his/her parent?

A student may be asked to sign an Affidavit of Emancipation (see Attachment No. 5).

2. Proof of residence may be shown by a rent receipt in the minor's name, a statement from the person furnishing housing, or an affidavit by the minor.
  3. In cases where the student is under 18 and is married, the student is emancipated.
- C. Children whose parents do not reside together
1. A child may have only one legal residence. For a child whose parents live apart, the child's residence is presumed to be that of the parent who provides custodial care.
  2. If parents have been awarded joint custody, the child's residence is that of the parent who has primary physical custody.
- D. Homeless, Unaccompanied<sup>12</sup> and Runaway Youth
1. Definitions:
    - a. A homeless child is one who lacks a fixed, regular, and adequate nighttime residence. This includes a child who:
      - is living with a friend, relative or someone else because their family lost their housing due to economic hardship, or a similar reason (referred to as "doubled up"), or is living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations; or
      - is living in a subsidized publicly or privately operated shelter designed to provide temporary living accommodations (including commercial hotels, congregate shelters, and transitional housing for the mentally ill); or
      - is awaiting foster care placement; or
      - is living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation; or
      - is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
    - b. Unaccompanied youth means a youth not in the physical custody of a parent or guardian and who meets the definition of homeless set forth above.
  2. A homeless, unaccompanied or runaway child may either remain in his/her current school of attendance or may transfer to a new school which s/he is eligible to attend based on his/her new residence and for which he/she meets the entrance criteria, where applicable. Homeless high school students are not required to demonstrate a travel hardship before transferring to another school.<sup>13</sup> If the student elects to attend the new school based on the new residence, that school shall immediately enroll the homeless child or unaccompanied student, even if the child or unaccompanied student is unable

<sup>12</sup> An unaccompanied/runaway youth includes a student living in a residential program for runaway youth.

<sup>13</sup> Travel hardship transfers are only applicable at the high school level.

to produce records normally required for enrollment. See Chancellor's Regulation A-780 for further information on the rights of homeless students.

3. Children living in residential programs for victims of domestic violence are included in the definition of homeless children. The address of a student living in a domestic violence residence is to be kept confidential by entering a post office address provided by the parent, or by creating an address using the two-digit district number, followed by the letters "DV" and by the county, borough, state and zip code. For example, District 1 = Box 01DV, New York, New York 10002.
4. The lack of a permanent address does not constitute a legitimate basis for denying a student admission to school. These students are entitled to immediately enroll and attend New York City public schools in accordance with Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431) and Chancellor's Regulation A-780.
5. An unaccompanied student is a homeless child not in the custody of a parent or guardian. An unaccompanied student is not required to appear with an adult in order to enroll in or transfer schools. Enrollment staff or school officials, where applicable, must consider the age and circumstances of the student to determine whether the Administration for Children's Services should be notified.
6. A homeless student may not be denied immediate enrollment in a school because of lack of documentation, including proof of residency.
7. Homeless students participating in admissions processes for articulating grades (Pre-K, kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade) are to be afforded equal admissions priority as permanently-housed students living in the same area.

E. Foster care students

Students in foster care who change foster homes are entitled to remain in the school of origin or are entitled to a school for which the student is geographically eligible to attend based on his/her new address. For foster care students in high school who change residence, if travel from the new foster home to his/her school presents a hardship, the student may be transferred to a school closer to the new foster home without being required to meet the threshold for a travel hardship transfer.

F. Students returning from Home and Hospital Instruction

A student returning from home or hospital instruction has the right to return to his/her prior school unless the Office of Student Enrollment, in consultation with the family, determines that a different school placement is appropriate.

G. Students returning from custody

Students who return to the public schools from the care of the State, City, or private agencies are entitled to expeditious and appropriate educational placement. These facilities include group homes, psychiatric centers, developmental centers, custodial facilities, and residential treatment centers, such as those under the auspices of the New York State Office of Children and Family Services (OCFS) and the Administration for Children's Services (ACS). Students are not required to provide release letters from the custodial agency before enrolling in school.

1. As soon as the agency determines that a placement recommendation to return to school will be made, the agency should send a letter describing the student's change in status with relevant school records, including the IEP, to the appropriate Family Welcome Center of the Office of Student Enrollment.
2. As with other students being readmitted to NYC public schools, students returning from a custodial facility within or outside of NYC may have the right to return to the school he/she attended prior to adjudication within the calendar year in accordance with enrollment policies referenced in this document. The Office of Student Enrollment, in

consultation with the student and parent, may determine that the prior school is not appropriate and may therefore identify a different placement.

3. Students are not required to provide release letters from the custodial agency before enrolling in school.

H. Students returning from suspensions

1. Students who are suspended have the right to return to the school from which they are suspended unless the student has voluntarily transferred to another school or has been involuntarily transferred in accordance with Chancellor's Regulation A-450. 8<sup>th</sup> grade students who have been suspended who have been assigned 9<sup>th</sup> grade seats for the next fall have rights to those seats upon fulfillment of the 8<sup>th</sup> grade promotional requirements.
2. Schools may not deny admission to a transferred or articulating student based on his or her former "suspended" status.

**IX. LIST NOTICE/TRANSFER PROCESS**

A. Transferring students at the end of the school year

1. In June, "sending" schools inform "receiving" schools by list notice of the general education and special education students entering in September as a result of promotion.
2. The principal of the "sending" school must sign the list notices and confirm that the articulation and immunization information is complete and correct. The special education site supervisor or designee must sign the special education checklists.
3. All "receiving" schools should designate a staff member to review incoming students' records. If materials are missing, the "receiving" school should inform the "sending" school as soon as possible.
4. Cumulative records, special clinical packets and other confidential records are reviewed by articulation staff assigned by the principal, packaged and delivered to the "receiving" schools on Transfer of Records Day, which usually occurs the first 2 weeks of June. All schools must complete transactions by the end of the school year.

B. Reasons for using the List Notice Process

Students are moved from one school to another by List Notice in June only for the following reasons:

1. promotion to a higher level school (either public or non-public) i.e., from elementary to junior high/intermediate school or intermediate school to high school;
2. school closings, openings or reorganizations;
3. schools may not list notice students at any other time of year for any other reason.

C. Community School District schools may not List Notice students to District 75 – Citywide Program schools.

D. District 75 may List Notice a high school student to a non-District 75 school only if the student participated in the high school admissions process and the Committee on Special Education (CSE) re-evaluation has been completed and the IEP reflects a community school setting.

E. General education students receiving Department of Education home instruction or attending in-hospital schools at the time the List Notices are prepared cannot be put on a printed List Notice, since they are not on a regular school register.

F. No student is to be List Noticed outside of the five boroughs.

X. **WAIVER**

This Regulation or any portion thereof may be waived by the Chancellor or his/her designee if it is determined to be in the best interests of the school system.

XI. **INQUIRIES**

<u>Telephone:</u> 718-935-2009	<i>Inquiries pertaining to enrollment, admission and transfer requirements should be addressed to:</i>  The Office of Student Enrollment	<u>Fax:</u> 212-374-5568
<u>Telephone:</u> 212-374-6095	<i>Inquiries pertaining to attendance guidelines and regulations should be addressed to:</i> Office of School and Youth Development – Mandated Responsibilities	<u>Fax:</u> 212-374-5751
<u>Telephone:</u> 212-802-1500  <u>Telephone:</u> 917-521-3639	<i>Inquiries pertaining to District 75 admissions and transfers should be directed to District 75.</i>  <i>Inquiries pertaining to District 79 admissions and transfers should be directed to District 79.</i>	<u>Fax:</u> 212-802-1678  <u>Fax:</u> 917-521-3649