

# PRE-KINDERGARTEN

How to Submit a  
Pre-K Application Online



Department of  
Education



# Create an Account

You can reach the online application from the main pre-kindergarten website ([www.nyc.gov/schools/prek](http://www.nyc.gov/schools/prek))



أهلاً بكم স্বাগতম 歡迎 Welcome Bienvenue Byenveni 환영합니다 Добро пожаловать Bienvenidos خوش آمدید

Children First. Always.

search:

Parents and Families

Students

Employees

Community and Partners

Home

New Students

Pre-Kindergarten

Elementary School

Middle School

High School

Gifted & Talented

Transfers

Special Programs

DOE Home Page > Choices & Enrollment > Pre-Kindergarten

## Pre-Kindergarten



### News and Updates

The public school pre-kindergarten (pre-k) application period is now open. To submit a public school pre-k application, [CLICK HERE](#).

For key dates about pre-k admissions, see the [Events page](#).

If you live in New York City and your child is turning 4 years old in 2014, it's time to start thinking about pre-kindergarten! Please use the information below to learn about the pre-k admissions process and program options available for your child. We look forward to guiding you along the way!

- Children turning four years old in 2014 who live in New York City are eligible to attend pre-k programs.
- Pre-k is free. You do not have to pay to attend programs offered by the NYC Department of Education.
- Programs can be half-day (2 hours and 30 minutes) or full-day (6 hours and 20 minutes). Half-day programs may take place in the morning (AM) or afternoon (PM).
- Programs are available at public schools and community-based organizations (CBOs). There are separate application processes for public schools and CBOs.



### School Search

Find your district, zoned school, and other school options.

### View Calendar

Learn about key dates and events this school year.

### Get Email Updates

# Create an Account



Student Enrollment Management System

NYC Department of Education

En Español

**First time visitors** need to create an account before submitting an online application. Please note: you will be asked to enter a valid email address.

## First Time Visitor?

First time visitors need to create an account before submitting an online application. Please note: you will be asked to enter a valid email address.

Create an Account

**If you already created an account and want to view your application status please login.**

## Returning Visitor?

If you already created an account and want to view your application status please login.

Email address

Email Address:

Password

Password:

Login

[Forgot Password?](#)



"My Robot" by Kristin Hernandez  
GRADE: 1st SCHOOL: PS 35 Nathaniel Woodhull School, Queens ART TEACHER: Silvia Huggler

## Welcome Parents

Welcome to the NYC Department of Education's online application website.

### Kindergarten Update:

If you missed the kindergarten application deadline of February 20, please contact the Office of Student Enrollment as soon as possible. You can still apply by calling 718-935-2009 or visiting a Borough Enrollment Office.

### Pre-Kindergarten Update:

The pre-kindergarten application period has been extended to April 23, 2014.

For more information, see the [NYC Department of Education website](#).

## Need Help?

English

اللغة العربية

বাংলা

中文

Français

Kreyòl Ayisyen

한국어

Русский

Español

اردو

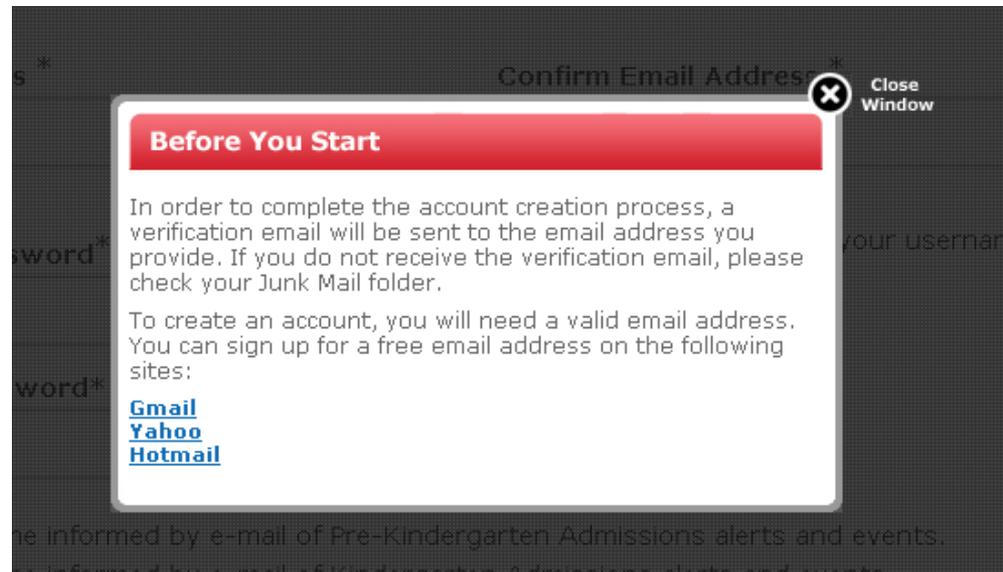
The online application for pre-kindergarten is currently available in English and Spanish only. Translated [step-by-step instructions](#) for completing the online application are available. You can also download the instructions in English [here](#). If you have questions or need to speak with an interpreter, please call 718-935-2009.

# Create an Account

In order to complete the account creation process, a verification email will be sent to the email address you provide. If you do not receive the verification email, please check your Junk Mail folder.

To create an account, you will need a valid email address. You can sign up for a free email address on the following sites:

Gmail  
Yahoo  
Hotmail



# Create an Account

## Create an Account

1. Account Setup 2. Parent/Guardian Information 3. Address 4. Zoned School

Email Address \* **Email Address**

Confirm Email Address \* **Confirm Email Address**

Create a Password\* **Create Password**

Password Strength: Your email address will be your username to log into your account

Confirm Password\* **Confirm Password**

- Yes! Keep me informed by e-mail of Pre-Kindergarten Admissions alerts and events.
- Yes! Keep me informed by e-mail of Kindergarten Admissions alerts and events.
- Yes! Keep me informed by e-mail of Gifted N Talented Admissions alerts and events.

Are you a Social Worker or Early Childhood Care Provider?  
If you are assisting families in completing the application, please read these [instructions](#).

**Save and Continue**

Please include at least 6 characters, and at least one number (1-9) or one special character such as (!@#) in your password.

If you would like to receive emails about Pre-Kindergarten Admissions, Kindergarten Admissions, or Gifted & Talented Admissions, click the boxes on the left.

# Create an Account

Enter your name and contact information.

## Create an Account

1. Account Setup   2. Parent/Guardian Information   3. Address   4. Zoned School

Parent First Name \*  Parent Last Name \*

Daytime Phone Number  Evening Phone Number

Are you a Social Worker or Early Childhood Care Provider?  
If you are assisting families in completing the application, please read these [instructions](#).

You are only able to submit an application if you are the legal parent/guardian of the child.

# Create an Account

## Create an Account

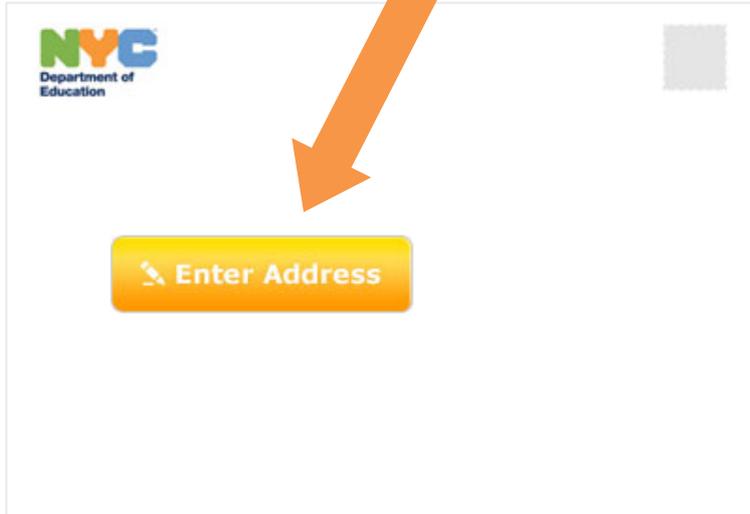
1. Account Setup

2. Parent/Guardian Information

**3. Address**

4. Zoned School

Click here to enter your street address.



The screenshot shows the 'Enter Address' button in the NYC Department of Education account creation process. The button is yellow with a white cursor icon and the text 'Enter Address'. An orange arrow points from a text box above to the button. The background is white with the NYC Department of Education logo in the top left corner.

Back

Save and Continue

Save and Continue

### Home Address

Your home address will be used to determine your zoned school. Make sure to:

- Enter your home address as it would appear on your mail.
- If your address is not entered correctly, your child may not receive the correct [admissions priority](#) as indicated in our application and Directory.
- If you have an Apartment number, make sure to enter it so that you receive any mailings from our office.
- **Any placement offered as a result of a fraudulent address will be forfeited.**

### Home Address

Your home address will be used to determine your zoned school. Make sure to:

- Enter your home address as it would appear on your mail.
- If your address is not entered correctly, your child may not receive the correct admissions priority as indicated in our application and Directory.
- If you have an apartment number, make sure to enter it so that you receive any mailings from our office.
- **Any placement offered as a result of a fraudulent address will be forfeited.**

# Create an Account

Enter your street address in the pop-up window that appears.

P.O. Box addresses will not be accepted, please enter your street address. If your family resides in a Domestic Violence Shelter, please visit your local Borough Enrollment Office to submit an application.

**Enter Address**

Please fill out the fields below with your home address.

Borough \*  
Manhattan

Address Number \*    Street Prefix \* ?    Street Name \* ?    Apt.# (Required if applicable)

Address Number    Street Prefix    Street Name    Apartment Number

City \*    State \*    Zip Code \*

City    NY    Zip Code

Back    Save and Continue    Save and Continue

Street Prefix can be North, South, East or West. Select "None" if your street does not include one of these.

# Create an Account

## Create an Account

1. Account Setup

2. Parent/Guardian Information

3. Address

4. Zoned School

### Zoned School



#### Processing:

We are processing your information to determine your zoned school. You will receive an email when your zoned school has been identified. You may continue with your account creation and verification in the meantime.

You may also check your zoned school by visiting:  
[School Search Maps](#)

 Back

 Finished

Finished

The system will identify your zoned school, but it may take a few minutes.

# Create an Account

## Please Verify Your Email Address!

To create your account with the NYC Department of Education's online application service, we must verify that you will receive important information at the email address you provided. After your email address has been verified, you will be able to submit an application for your child.



### Please Check Your Email

An email containing a verification link was sent to . Please open that email and follow the instructions to complete the account creation process.

### Didn't Receive an email?

If you do not receive this email, please check your Junk or Spam folder just in case it was filed away by your email service.

Please add [donotreply@semsnycdoe.com](mailto:donotreply@semsnycdoe.com) to your safe list.



### Need help?

#### Need help?

Call us Toll Free at 718-935-2984.

**This is not the application. You must complete the account creation process in order to begin an application for your child.**

 [Go Back to Home page](#)

**Before you can begin an application, you must verify your email address by clicking on the link that has been sent to your email.**

# Create an Account

[My Profile](#)

[My Applications](#)

[Logout](#) | [Need Help?](#)

 [In Spanish](#)

## Registration Complete!

You are now registered with the NYC Department of Education's online application system.

Click on the button below to begin a new application for your child.

[Begin a New Application](#)

[Click here to begin your pre-k application](#)

© 2008-2014 The New York City Department of Education. All rights reserved.



Click on the link in your email to confirm your account and complete your registration.  
You may now begin a new Pre-Kindergarten application.

# Submit an Application

Login with your email and password and click “Apply Now” to begin the application.



Student Name	Application Type	Submitted	Status	Actions	Notifications	Receipt
TWIN 1 FIRST TWIN 1 LAST	Pre-Kindergarten	04, 2014	Submitted	<a href="#">Edit</a>   <a href="#">Delete</a>		<a href="#">Print</a>   <a href="#">Save</a>
TWIN 2 FIRST TWIN 2 LAST						<a href="#">Print</a>   <a href="#">Save</a>



**PRE-KINDERGARTEN**  
ADMISSION APPLICATION  
Deadline extended to April 23, 2014  
OPEN: March 3 - April 23, 2014  
**APPLY NOW**  
Are You Eligible?

**KINDERGARTEN**  
ADMISSION APPLICATION  
Closed

**GIFTED & TALENTED**  
REQUEST FOR TESTING  
Oct 7 - Nov 8, 2013  
Closed

**Eligibility Criteria**

- Child lives in NYC
- Child is turning four years old in 2014

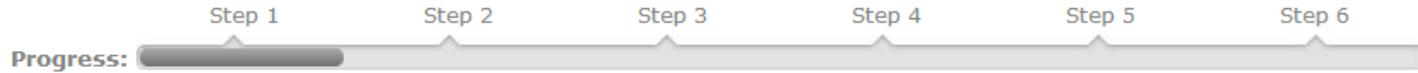
Online Directory NYC NYC DOE Website

## Need Help?

English العربية اللغة বাংলা 中文 Français Kreyòl Ayisyen 한국어 Русский Español اردو

The online application for pre-kindergarten is currently available in English and Spanish only. Translated [step-by-step instructions](#) for completing the online application are available. You can also download the instructions in English [here](#). If you have questions or need to speak with an interpreter, please call 718-935-2009.

# Submit an Application



## Step 1: Before you start

Please make sure you have:



1. Up to 30 minutes to complete this application.



2. A Pre-K Directory on hand. If you don't have a printed book, check out the online version

[here.](#)

Pre-Kindergarten Directories in [your language] are available [here](#) [LINK].

About submitting this form:

Please note:

**Email Confirmation:** You will receive a confirmation email once you have successfully submitted your application.

**Making Changes:** You can make changes to your application and re-submit it at any time before the extended deadline on 04/23/2014.

**Applying for Multiple Children:** If you are submitting applications for multiple children with the same choices, you will have the opportunity to add their information during this application. Any adjustments to this application will affect all children included in the application.

**Session Time Out:** Your session will expire after 30 minutes of inactivity. If you cannot complete your application in one session, you can save at each step and return at a later time. Make sure you complete and submit your application by the extended April 23rd deadline.

I confirm that I am the legal parent/guardian of the student applicant(s). If you are not, please read these [instructions](#).

I confirm that the student is turning four years old in 2014 and that the student lives in New York City.

▶ Save and Continue

Save and Continue

You will need to check these two boxes to certify that you are the parent/guardian of the applicant and that the applicant is a NYC resident who will turn four in 2014 before you are able to continue.

# Submit an Application



## Step 2: Student Information

Your home address determines your zoned school. If you receive an offer for pre-kindergarten placement, you will need to provide [documentation](#) that you and your child reside at this address. If you are unable to do so, the offer may be rescinded.

Student's First Name\*

Student's Last Name\*

Student's Date of Birth\*

Month  Day  2010

Gender (Optional)

Home Address:

Your address is here

**Zoned School - Important information about your school**

SPRUCE STREET SCHOOL  
DBN:02M397  
Address: 12 SPRUCE STREET  
NEW YORK NY 10018  
212-266-4800  
Borough:Manhattan

Your Child's Zoned School

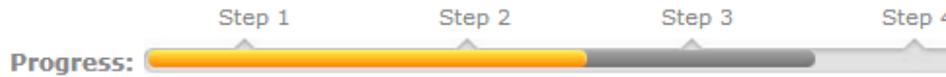
Health Insurance?\*

Yes  No

1. Enter the applicant's name and date of birth.
2. When you receive an offer for pre-kindergarten placement, you will need to provide documentation that you and your child reside at this address. For the list of required documents, please call 718-935-2009.

Save and Continue

# Submit an Application



For more information about how to select schools, please see the Pre-Kindergarten Directory in [your language] [here](#) [LINK]

## Step 3: School Choices

Click the magnifying glass icon to begin searching schools. Select all public school pre-k programs you are interested in having your child attend. Click the "Add Programs" button to add them to your application.

You must list a school more than once if you are applying to more than one session at that school.

You may list up to 12 pre-k programs on this application. Please list your choices in order of your preference. You can move a program on the list by clicking on the gray box next to the program name and dragging up or down. You can delete programs by clicking on the "X" in the last column, and add more by clicking on the magnifying glass.

Click "Save and Continue" to save your choices and continue the application.

 Drag and drop to reorder your choices.

Choice Order		School Code – School Name	School Info	
1		<input type="text" value="30Q228AMPK"/>  P.S. 228 EARLY CHILDHOOD MAGNET SCHOOL OF THE ARTS - AM PROGRAM	<a href="#">Info</a>	
2		<input type="text" value="30Q069AMPK"/>  069 JACKSON HEIGHTS - AM PROGRAM	<a href="#">Info</a>	
3		<input type="text" value="30Q151FDPK"/>  P.S. ... MARY D. CARTER - FULL DAY PROGRAM	<a href="#">Info</a>	
4		<input type="text" value="30Q222AMPK"/>  P.S. Q222 ... FIRE FIGHTER CHRISTOPHER A. SANTORA SCHOOL - AM PROGRAM		
5		<input type="text" value="30Q222PMPK"/>  P.S. Q222 - FI ... PM PROGRAM		
6		<input type="text"/> 	<a href="#">Info</a>	

You can search for programs by clicking the magnifying glass here.

# Submit an Application

## School Lookup

Select all pre-k programs you are interested in having your child attend, then click the "Add Programs" button to add them to your list.

You can filter your search by borough and district

Borough:  District:

School Name:

School Code - School Name	
<input type="checkbox"/>	01M015FDPK - P.S. 015 ROBERTO CLEMENTE - FULL DAY PROGRAM
<input type="checkbox"/>	01M019FDPK - P.S. 019 ASHER LEVY - FULL DAY PROGRAM
<input type="checkbox"/>	01M020FDPK - P.S. 020 ANNA SILVER - FULL DAY PROGRAM
<input type="checkbox"/>	01M034FDPK - P.S. 034 FRANKLIN D. ROOSEVELT - FULL DAY PROGRAM

95 Matching Results

Click the boxes next to the programs you are interested in, then click on the "Add Programs" button to add them to your application.

**Add Programs**

# Submit an Application

Once you have added programs to your list, you can reorder them by clicking on the grey square, then dragging and dropping them in the order you prefer.

You can remove a program from your list by clicking the "X."

Drag and drop to reorder your choices.

Choice Order		School Code - School Name		School Info		
1	☰	30Q228AMPK	🔍	P.S. 228 EARLY CHILDHOOD MAGNET SCHOOL OF THE ARTS - AM PROGRAM	Info	✕
2	☰	30Q069AMPK	🔍	P.S. 069 JACKSON HEIGHTS - AM PROGRAM	Info	✕
3	☰	30Q151FDPK	🔍	P.S. 151 MARY D. CARTER - FULL DAY PROGRAM	Info	✕
4	☰	30Q222AMPK	🔍	P.S. Q222 - FIRE FIGHTER CHRISTOPHER A. SANTORA SCHOOL - AM PROGRAM	Info	✕
5	☰	30Q222PMPK	🔍	P.S. Q222 - FIRE FIGHTER CHRISTOPHER A. SANTORA SCHOOL - PM PROGRAM	Info	✕
6	☰	10X009AMPK	🔍	P.S. 9 RYER AVENUE ELEMENTARY SCHOOL - AM PROGRAM	Info	✕

If you click "Info" you can see more details about the school.

**10X009 : P.S. 9 RYER AVENUE ELEMENTARY SCHOOL - PM PROGRAM**

School Address: 230 EAST 183 STREET, BRONX, NY 10458

School Phone: 718-584-3291

School Fax: 718-584-7579

# Submit an Application

If you have another child who is applying to pre-kindergarten, enter their name and date of birth. If you would like the same schools listed for both students, continue this application. If you would like to submit different school choices for additional children, you must start a new application.

If you do not want to add a second student, click "Save and Continue."



## Step 4: Submit an Application for Another Child

- I do not wish to submit an additional application for another child.
- I do wish to submit an additional application for another child who is eligible for pre-kindergarten.

Note: If you would like to submit different school choices for additional children, you must start a new application.

### Student 2:

Student 2 First Name\*

Student 2's First Name

Student 2 Last Name\*

Student 2's Last Name

Student 2 Date of Birth\*

Student 2's Date of Birth  
Month Day Year

Gender (Optional)

Gender (optional)

Month

Day

2010

Select

I acknowledge that I am the legal parent/guardian of the student applicant. If you are not, please read these [instructions](#).

+ Add another Child

- Remove This Child

Click the box to confirm you are the legal parent/guardian of the student.

Back

Save and Continue

Save and Continue

# Submit an Application

## Step 5: Sibling Information

Children applying to pre-k at the same school where their older sibling is currently enrolled or pre-registered and will attend in September 2014, will receive sibling priority for admission.

A sibling is a brother or sister (this includes half, step and foster brothers and sisters) of the applicant, who lives in the same household.

Yes  No

### Sibling 1:

Sibling's First Name\*

Sibling's First Name

Sibling's Last Name\*

Sibling's Last Name

SIBLING FIRST

SIBLING LAST

Sibling's Date of Birth  
Month Day Year

Gender  
(optional)

Select the grade that the  
sibling will attend in  
September 2014

Sibling's Student ID / OSIS  
(optional)

Sibling's Current School  
(only schools on your pre-  
kindergarten application  
will be listed)

Sibling's Current School\*

30Q069: P.S. 069 JACKSON HEIGHTS

If you do not see your sibling's school listed and you are not sure, please contact your school and add at least one program from that school to your choices.

Any changes to sibling data will adjust the sibling data of all students included in this application.

+ Add another Sibling

- Remove This Sibling

Back

Save and Continue

Save and Continue

If the applicant has an older sibling enrolled at any of the schools you are applying to, click "Yes" and complete the information below to receive sibling priority.

# Submit an Application



## Step 6: Review Data

### Signature

By checking these boxes, I certify that:

- I am the legal parent/guardian of the student applicant(s).
- The applicant(s) and I live at the same address (as listed on this application).
- The applicant(s) will be turning four years old in 2014.
- I have read and understand the placement process, and I am authorized to submit this application on behalf of the applicant(s).

All boxes must be checked to submit application.

To complete the application, you must check the boxes to certify that:

- You are the legal parent/guardian of the applicant(s).
- The applicant(s) and you live at the same address (as listed on the application).
- The applicant(s) will be turning four years old in 2014.
- You have read and understand the placement process, and you are authorized to submit the application on behalf of the applicant(s).

### Pre-Kindergarten Applicant Information

#### Student 1:

Name: TWIN 1 FIRST TWIN 1 LAST  
Date of Birth: 01/01/2010  
Gender:  
OSIS: OSIS\_400168823

 Edit



67 Perry Street  
New York NY, 10014

 Edit

Your application information is listed under “Pre-Kindergarten Applicant Information.” If you want to make any changes to the information, click the “Edit” button.

### School Choices

Choice Order	School Code(DBN) - School Name	Session Time	Additional Information
1	01M015 - P.S. 015 Roberto Clemente	Full Day	
2	01M064 - P.S. 064 Robert Simon	Full Day	
3	01M019 - P.S. 019 Asher Levy	Full Day	

 Edit

When you are finished, click on “Save and Continue” at the bottom of the screen.

# Submit an Application

## Congratulations,

You have successfully submitted your pre-k application for:

Child 1

Child 2

Your confirmation number is: 176370

You will receive a copy of this receipt by email.

---

## Next Steps

1. Download a PDF of your receipt and make sure to keep this for your files.

Generate a PDF Receipt

2. Please click here to complete this survey [[www.surveymonkey.com/s/prek2014](http://www.surveymonkey.com/s/prek2014)] to offer feedback which will help us improve the process for next year.

---

## Important Dates

**April 23** - Deadline to submit an application has been extended. You can make changes to your application any time before the deadline.

**Early June** - Decision letters sent to families.

**June 9-20** - Pre-registration period.

**Please note:** The NYC Department of Education is working to create additional full-day pre-k programs. This may include converting some current half-day programs to full-day programs, establishing new full-day programs, and adding full-day classes to schools with existing full-day pre-k programs. We will provide an opportunity for families to apply to new programs before the 2014-2015 school year begins. For the most up-to-date information, families should call 718-935-2009, visit our pre-k website at [www.nyc.gov/schools/prek](http://www.nyc.gov/schools/prek) or subscribe for email updates at [www.nyc.gov/schools/subscribe](http://www.nyc.gov/schools/subscribe).

Thank you for applying. If we have any questions regarding your application we will contact you.

Sincerely,

Office of Student Enrollment

See My Applications

Once you submit your application you will receive a confirmation email and will be able to download and print your receipt.