



Guidelines for Parent Coordinators Supporting Parents and Families Submitting Summer in the City Applications: Renewal School Enrichment Program Offerings for Students in Grades 2 – 11

Program Offerings Overview

Renewal School enrichment programs are for students who (1) will be attending a Renewal School in Fall 2016 and (2) are not required to attend summer school. When a student doesn't meet the promotion standards for his or her grade, the family will get a letter recommending that the student go to [summer school](#). Promotion in Doubt letters were mailed in February and Promotion Decision letters will be mailed in June. All summer school and promotion policy is detailed in [Chancellor's Regulation A-501](#).

Non-mandated students currently in **grades 2 – 7** at Renewal Schools are encouraged to apply for [Summer STEM](#). This program offers students innovative and engaging summer learning around science, technology, engineering, and math (STEM). Applications will be available **April 20, 2016** and are due **May 20, 2016**. For more information on these offerings, please visit schools.nyc.gov/Academics/Science/NYCSummerSTEM.

Non-mandated students currently in **grades 8 – 11** who are on track to graduate and planning to attend a Renewal School in Fall 2016 can apply to enrichment programs that will help prepare them for high school and college-level work. The application will be available **April 20, 2016** and is due by **May 20, 2016**. These programs include a Summer Bridge program for incoming 9th graders, ExpandED, Writing Workshop, Career Clue, and college-level classes through CUNY's College Now program. Current 8th, 9th, and 10th graders are also encouraged to apply for [Summer STEM](#). Acceptance to these programs will be decided by lottery. For more information on these offerings, please visit schools.nyc.gov/RenewalSchools.

Supporting with Application Submission

This year, all [Summer in the City](#) applications (for both [Summer STEM](#) and [Renewal School Enrichment Programs](#)) must be submitted online. Online applications are available in English through the websites listed above. Websites will also offer paper-based applications will be available in the following languages: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu.

For assistance with converting their paper-based applications to online applications, families who need help communicating in English will be directed to contact their parent coordinators. Once you are contacted by a family, please set-up an in-person meeting at the school to ensure that the application is completed and submitted online. If you require further support during the meeting, please make use of the DOE's [over-the-phone interpretation](#) services.

To access an over-the-phone interpreter:

- Dial 1-855-249-9103.
- Indicate the language you need.
- Provide the operator with your school's DBN (District Borough Number). Specifically, your borough and 3-digit school number. For example: X023 or K345.

Please note that these instructions are intended for DOE school-based personnel only and should not be shared with parents or the general public. The Translation and Interpretation Unit will work with your school's Language Access Coordinator to assess and forecast service usage.

You may also be contacted by families who do not have access to a computer to submit online applications. As with families requiring English language assistance, these families should also be invited to come to the school to complete their applications. Please set-up in-person meetings at the school with these families to ensure that the application is completed and submitted online.

Please email RenewalSchools@schools.nyc.gov with any additional questions regarding supporting families with SITC application submission.