

DISTRICT SCHOOL SIBLING VERIFICATION LIST (SVL) & PROGRAM CANDIDATE LIST (PCL)

User Guide for school staff verifying
pre-K sibling priorities in SEMS
(Student Enrollment Management System).

2016

ACCESSING SEMS



**Student Enrollment
Management System**

- The SEMS webpage is www.semsnycdoe.com/sems
- Enter your User ID and password log in.
- If you forget your User ID or password, contact the SEMS Help Desk at 718-935-2986 (open 8am – 6pm, Monday – Friday)

Student Enrollment Management System

NYC Department of Education

[Contact Us](#)

School Staff and Administrators

Welcome to the Student Enrollment Management System (SEMS). SEMS is designed to support school staff and administration as they manage enrollment processes for all grade levels, from Pre-K to HS.

Login:

[Forgot Password?](#)

ACCESSING ROUND 2 INFO



- Select the PreK R2 Enrollment Process from the drop-down menu.
- If you do not have this option, skip to the next page.

A screenshot of the Student Enrollment Management System web interface. The header is blue with the system name on the left and the NYC Department of Education logo on the right. Below the header, there are links for "Log Off" and "Contact Us". The main content area has a "Welcome" message and an "Administration" button. A form labeled "Select an Enrollment Process:" contains a dropdown menu with "PreK R2" selected and highlighted in blue. A red circle is drawn around the "PreK R2" option in the dropdown. Below the form is an "Alerts" section with a warning icon.

ACCESS THE PCL



Student Enrollment
Management System

- The Program Candidate List (PCL) contains information about all families that have listed your school as one of their application choices.
- Click on “Go to the PCL” to access the list of applicants.
- If there is more than one school associated with your account, you will see each program listed separately.

Welcome Amar Rajwani

Select an Enrollment Process: PreK R1

Alerts

Student Management
▶ Sibling Verification List

Administration

Resources
▶ Office of Student Enrollment
▶ Elementary School

Directories
▶ Pre Kindergarten
▶ Elementary G&T

Program Candidate List (PCL) Sibling Verification List (SVL)

Your Program Name and DBN Here

[Go To The PCL](#) [Download To Excel](#)

VIEW THE PCL



- The Master List view allows you to see all applicants to your site and their contact information.
- New applicants added within the last 7 days are highlighted in green.

Program Candidate List							Master List
Legend: ■ New to PCL ■ Current Candidate							
ROW #	STUDENT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	DAY PHONE	ADDRESS	OSIS ID	
001	APPLICANT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	PHONE	ADDRESS	CHILD ID	
002	APPLICANT NAME	DATE OF BIRTH	PARENT/GUARDIAN NAME	PHONE	ADDRESS	CHILD ID	

ACCESS THE SVL



- The Sibling Verification List (SVL) contains information about all families that have listed your school as one of their application choices.
- Go back to the home page and click on the SVL Tab, then click on View Sibling Verification List (SVL) to access your SVL.

A screenshot of the Student Enrollment Management System interface. At the top left, it says "Welcome Amar Rajwani". Below that is a dropdown menu for "Select an Enrollment Process:" with "PreK R1" selected. To the right are several menu categories: "Student Management" (with a sub-link for "Sibling Verification List"), "Administration", "Resources" (with sub-links for "Office of Student Enrollment" and "Elementary School"), and "Directories" (with sub-links for "Pre Kindergarten" and "Elementary G&T"). At the bottom, there is a blue navigation bar with two tabs: "Program Candidate List (PCL)" and "Sibling Verification List (SVL)". The "SVL" tab is circled in red. Below the navigation bar, the text "SVL" is displayed, and a button labeled "View Sibling Verification List (SVL)" is also circled in red.

VIEW THE SVL

- The SVL displays applicants that have claimed the sibling priority.
- If there is more than one program associated with your account, choose from the dropdown menu.
- For each claim, choose “Yes” or “No” under the “Do You Verify” column.
- If you choose “Yes,” you will be asked to enter the sibling’s OSIS ID (if known). Verified siblings will be given priority for admissions to your program.

Sibling Verification List

Sibling Verification List

Use this screen to verify or deny if a candidate's sibling exists in your school. If you are permitted to view more than one school, please select the school from the drop down menu first.

School:

Total Records: 35

Do you verify?	Sibling's Name	Sibling's OSIS	Sibling's DOB	Sibling's Grade in Sep 2016	Candidate's Name	Candidate's DOB	Candidate's Address	Candidate's Parent/Guardian
CHOOSE YES OR NO	SIBLING NAME	SIBLING OSIS ID	SIBLING DOB	SIBLING GRADE FOR SEP 2016	PRE-K APPLICANT NAME	PRE-K APPLICANT DOB	PRE-K APPLICANT ADDRESS	PARENT / GUARDIAN NAME



Yes

Please provide the OSIS ID for the selected sibling.

Pending

Pending

Pending

If you don't know the OSIS ID, please press the close button and continue.

GRANDFATHERED SIBLINGS

- If your school was recently re-zoned, you should provide zoned sibling priority to any pre-K applicant whose eligible older sibling in grades K–5 was previously admitted to the school as a zoned student (even though the family’s address is no longer zoned).
- This provision is more commonly known as “grandfathering” of zoned siblings.
- Check off the “Grandfathered Sibling” box for applicants who should be grandfathered as zoned siblings if they meet the criteria above.
- DO NOT check the “Grandfathered Sibling” box for all claimed siblings! You might accidentally give zoned sibling priority to students who do not meet the criteria.
- You must determine which applicants’ addresses were previously in your zone and whether their older siblings were admitted to your school when they were zoned. Please check with the Office of Student Enrollment if you are unsure.
- You will only see the “Grandfathered Sibling” column if your school is eligible for this process. Check the next page for a list of eligible schools.



**Student Enrollment
Management System**

Do you verify?	Grandfathered Sibling
Yes ▾	<input type="checkbox"/>
Yes ▾	<input checked="" type="checkbox"/>
No ▾	<input type="checkbox"/>
No ▾	<input type="checkbox"/>
Yes ▾	<input type="checkbox"/>
No ▾	<input type="checkbox"/>
No ▾	<input type="checkbox"/>
Yes ▾	<input checked="" type="checkbox"/>
Yes ▾	<input checked="" type="checkbox"/>
Yes ▾	<input type="checkbox"/>
Pending ▾ Pending Yes No	<input type="checkbox"/>
	<input type="checkbox"/>

LIST OF REZONED SCHOOLS (where siblings may be grandfathered as zoned)



Student Enrollment
Management System

02M003	08X138	15K001	22K109	30Q069
02M011	08X182	15K024	22K198	30Q092
02M040	09X042	15K118	22K217	30Q127
02M041	09X053	15K131	22K245	30Q148
02M089	09X058	15K230	22K315	30Q152
02M116	09X163	15K516	24Q068	30Q212
02M130	09X199	20K164	24Q071	30Q222
02M158	09X204	20K180	24Q081	30Q228
02M267	10X020	20K200	24Q088	31R003
02M281	10X023	20K229	24Q091	31R006
02M340	10X054	21K100	24Q153	31R056
02M343	10X059	21K121	24Q199	31R861
02M397	10X077	21K225	24Q239	32K123
03M087	10X085	21K226	24Q290	
03M191	11X016	21K253	24Q305	
08X100	11X567	21K288	28Q086	

PRE-K ADMISSIONS PRIORITIES



Student Enrollment
Management System

Students are considered for placement at district school pre-K programs according to the following priority order:

1. Zoned students with a sibling at the school;
2. Other zoned students;
3. In-district students with a sibling at the school who have no zoned pre-K program;
4. In-district students with a sibling at the school who are zoned to a different pre-K program;
5. In-borough students with a sibling at the school;
6. Out-of-borough students with a sibling at the school;
7. In-district students who have no zoned pre-K program;
8. In-district students applying to a school other than their zoned school;
9. In-borough students;
10. Out-of-borough students.

FREQUENTLY ASKED QUESTIONS



How do I get SEMS access?

For a new SEMS account, or if you forget your User ID or password, contact the SEMS Help Desk at 718-935-2986.

How often do I have to verify siblings?

The application period is open through March 9, so check the SVL periodically during this time for new claimed siblings.

What is the deadline for completing sibling verification?

All Round 2 sibling verification must be complete **by 5:00 pm on May 27, 2016**.

Which applicants can receive the sibling priority?

A sibling is brother or sister who lives in the same household as the applicant (this includes half, step, and foster siblings). To be verified, a sibling must be pre-registered or enrolled at the school and entering grades K-5 in September 2016.

I see the same student appear more than once on my SVL. Should I complete sibling verification for all instances?

Some parents may have applied more than once (via phone, in person, and online). We will remove duplicate records over the next few weeks. If you see an applicant more than once on your SVL, complete verification for all occurrences.

Are zoned siblings guaranteed to get a seat in my school?

No. While zoned students and siblings have high priority for admission to your program, your school may not have enough pre-K seats to accommodate all interested applicants. Additionally, a family may rank another program higher on their application, and they may be offered a seat there instead. Family preference matters. Please also note that zoned non-siblings have higher priority than non-zoned siblings.

How can I get help completing my verifications?

Contact the Office of Student Enrollment at SEEnrollment@schools.nyc.gov.

How do I verify siblings who will be attending kindergarten in September and haven't received offers yet?

Until incoming kindergartners have pre-registered, their younger siblings cannot be verified to receive sibling priority. As soon as kindergarten offer letters are released in mid-March, you should encourage any family with a kindergarten offer who also claimed sibling priority for pre-K to pre-register for kindergarten as soon as possible. Once the kindergarten applicant is pre-registered, you should verify the pre-K applicant as a sibling.

If a family receives a kindergarten offer to your school, but did not claim sibling priority for pre-K at your school, please notify the Office of Student Enrollment at SEEnrollment@schools.nyc.gov. We will update the sibling information for the pre-K applicant to your school. You will then be able to verify the pre-K applicant on your SVL.

IMPORTANT CONTACTS



SEMS Home Page:

www.semsnycdoe.com/sems

SEMS Help Desk:

718-935-2986 (8am – 6pm, Mon – Fri)

Office of Student Enrollment:

718-935-2009 or ESenrollment@schools.nyc.gov

Division of Early Childhood Education:

212-374-0351 or EarlyChildhood@schools.nyc.gov

Pre-K for All Outreach Team:

212-637-8000 or Pre-K@schools.nyc.gov