



**Department of
Education**

Joel I. Klein
Chancellor

MEMORANDUM

TO: Elementary School Principals
FROM: Office of Student Enrollment
RE: Pre-Kindergarten Admissions for September 2009
DATE: February 10, 2009

I. Introduction

The Office of Student Enrollment will continue to administer the New York City Public School Universal Pre-Kindergarten admissions process for the 2009-10 school year. The Pre-Kindergarten admissions process provides the following:

- Equity of access with a standardized, uniform admissions process
- A single application for public school pre-Kindergarten programs
- Clear guidelines and admissions priorities

II. Eligibility

All families who wish to have their child attend a NYC public school pre-Kindergarten program in 2009-10 must apply through the centralized application process.

Children born between January 1, 2005 and December 31, 2005, who will turn four years old between January 1, 2009 and December 31, 2009, and who reside in New York City, are eligible to participate in UPK programs that are offered by the New York City Department of Education. Parents/guardians of applicants must be New York City residents and must apply through the centralized admissions process.

III. Timeline

- A. Week of February 23 – Training for school staff
- B. March 6 – Application Period Opens; Pre-Kindergarten Directory available in schools and online
- C. April 3 – Pre-Kindergarten application deadline
- D. Week of May 18 – Assignment Letters mailed to families
- E. May 18 through May 29 – Families pre-register at schools

IV. Outreach

We encourage schools to host open houses and school fairs, conduct tours, and continue to reach out to parents as you have done in the past. If schools would like assistance advertising their open houses, etc., please provide the Office of Student Enrollment with the dates/locations/times and we can post this information on the Elementary School Enrollment webpage. We can also send the information to families via the DOE Pre-Kindergarten parent email list. In addition, the Office of Student Enrollment is available to meet with parent groups in your communities.

The public school Pre-Kindergarten admissions process is the same for all eligible students. Therefore schools should assist any parent who wants information about the Pre-Kindergarten admissions process.



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Schools should provide the Pre-Kindergarten Directory to any parent who wants to learn more about the Pre-Kindergarten admissions process.

Pre-Kindergarten Directories will be delivered to elementary schools from Thursday, February 26 through Thursday, March 5. It will take approximately one week to deliver directories to all the schools. Please do not distribute the directories to families until Friday, March 6, the day the pre-Kindergarten application period opens. Directories will also be delivered to Community-Based Organizations, Borough Enrollment Offices and District Offices. The Directory will be online on Friday, March 6.

Please encourage families to attend one of the Pre-Kindergarten Information Sessions that will be held in March throughout the city. Dates and locations for the Information Sessions will be available on the DOE website at <http://schools.nyc.gov/ChoicesEnrollment/PreK>. Representatives from the Office of Student Enrollment and the Office of Early Childhood will be available to share information and answer questions. In addition, schools can advise parents to contact an enrollment office for answers to their questions. Most offices are open daily from 8am to 3pm. Here is the link to the list of Borough Enrollment Offices: <http://schools.nyc.gov/ChoicesEnrollment/NewStudents/Borough+Enrollment+Offices.htm>.

V. Admissions Priorities

Siblings will be given first preference for admission to all Universal Pre-Kindergarten programs in public schools. A sibling is a brother or sister (including half-brothers, half-sisters, stepbrothers, stepsisters, foster brother, and foster sisters) of the applicant who lives in the same household.

After sibling preference, all other students will be admitted according to the following order of priority:

1. Students applying to a pre-Kindergarten program at their zoned elementary school.
2. Students with no zoned school or whose zoned school has no pre-Kindergarten program, applying to a school with a pre-Kindergarten program within their district.
3. Students who are zoned for a school with a pre-Kindergarten program, but are applying to another school with a pre-Kindergarten program within their district.
4. Students applying to a pre-Kindergarten program outside their district but in their borough.
5. Students applying to a pre-Kindergarten program outside their borough.

If there are more students applying for available seats within a priority group, there will be a random assignment process for the available seats. This admissions process is administered by the Office of Student Enrollment. The number of assignments will be made in accordance with the projected number of classes.

The Office of Portfolio Development, in coordination with the Office of Early Childhood Education and the Office of Student Enrollment, determines the number of Pre-K classes per school. Decisions are based on available funding, facility space and program demand. This past fall, Portfolio Development solicited principal requests to increase or decrease current Pre-K allocations. If the current number of Pre-K classes at your school changed from last year to this year, this change will be reflected in your Pre-K enrollment projection. If you have any questions about this process please contact Mike Nolan at mnolan6@schools.nyc.gov.



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There is no guarantee for a placement into a Pre-Kindergarten program. Students do not automatically articulate from Pre-Kindergarten to Kindergarten; all Pre-Kindergarten students must apply for admission to a Kindergarten program. At every opportunity, parents should be reminded of this policy.

Verifying Sibling Status

In order for the admissions priorities to be implemented with the most accurate, up-to-date information, we are asking schools to verify sibling status before assignments are made. Schools will be provided with a list of students who have applied to their school, and identified as having an older sibling who will attend that school for the 2009-10 school year. Schools will need to verify that the sibling priority is valid for the child applying. More details for this part of the process will be forthcoming.

VI. Application and Pre-registration Period

All eligible students (current residents of New York City born in 2005) must complete the pre-Kindergarten application.

Based on feedback from last year's process and our commitment to continuous improvement of the process, we are excited to launch a new online pre-Kindergarten application. Families may either complete the online application or may complete the application included in the directory.

The Office of Student Enrollment would like to encourage families to apply using the new online application. Families will be able to access the online application beginning March 6. The online application only takes about 30 minutes to complete and families will immediately receive an email confirmation that their application has been received. In addition, when families apply online they will receive their child's pre-K assignment offer by email. This will streamline the process for families.

For families that choose to complete the paper application, a reply envelope will be provided with the directory. An application receipt card will be sent to families within two weeks after the application is received to confirm receipt of the application.

Only one application per child, either the **online application** OR the **paper application**, must be submitted for public school pre-K. Families should not submit more than one application per child.

Only parents/guardians who are New York City residents may submit an application. All families must apply through the centralized application process.

Families who accept an assignment must bring the child to pre-register for pre-Kindergarten between May 18 and May 29 at the assigned school. At this time, parents must also provide proof of birth and residence and must complete the requisite pre-registration forms.



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Pre-registration becomes effective after all documentation requirements have been met. Schools will verify that documentation requirements are met according to Chancellor's Regulation A-101. Please see below for details about acceptable proofs of birth and residence.

Documentation Requirements for Pre-Registration:

→ Proof of residence. Any **TWO** of the following documents:

- A residential utility bill (gas or electric) in the resident's name issued by National Grid (formerly Keyspan), Con Edison, or the Long Island Power Authority (for the Rockaways)*
- Documentation or letter on letterhead from a federal, state or local government agency, including the Internal Revenue Service (IRS), City Housing Authority, Human Resources Administration (HRA), the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address*
- An original lease agreement, deed, or mortgage statement for the residence
- A current property tax bill for the residence
- A water bill for the residence*
- Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted*

→ Child's birth certificate or passport

*These documents must be dated within the past 60 days

Schools must pre-register students in ATS by May 29. Please see below for details.

Round 1 ATS Pre-Kindergarten Pre-Registration Screen

The Pre-K Pre-Registration Screen (QPKF) will be available on ATS beginning Monday, May 18, 2009. Schools can access the QPKF screen to complete the pre-registration process for students who have been offered an assignment to that school's DBN. This file will contain a roster and some pre-populated student biographical data, parent data, and address data. Each school will access its pre-K roster through the QPKF screen.

When the parent/guardian arrives at the school to pre-register their student, the school will go into the QPKF screen. Once in that screen, press the F4 –Lookup key, which will display a drop-down list of all the pre-K students matched to the school's DBN.

When the student is selected from the pre-populated roster, the standard pre-registration screen will appear, and it will be pre-populated with data from the student's application. The roster will also provide information about the program (AM, PM, FULL-DAY) for that student.

The school will complete the pre-registration process, including a review of the documentation, updating biographical information, etc. and will enter the remaining required fields. Once pre-registration data information is entered on this screen, the student record is saved in the normal fashion (F2).

A student must appear on the roster provided to be pre-registered into pre-K. If you have any questions, please send an email to mgreenberg5@schools.nyc.gov.



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The pre-registration period for students is from Monday, May 18, 2009 through Friday, May 29, 2009. The pre-registration screen will remain open through Friday, June 5, 2009 for schools to complete all pre-K pre-registration entry.

VII. Information Sessions for Principals and/or Designated Staff

The Office of Student Enrollment will provide information for principals, assistant principals, pupil accounting secretaries and parent coordinators via webcasts. The webcasts have been scheduled as follows:

- Thursday, February 26, 2009, 10:00 to 11:00 a.m. – Morning Session
- Thursday, February 26, 2009, 1:30 to 2:30 p.m. – Afternoon Session

The webcasts are designed to provide information about the centralized pre-K application process and will enable you to ask questions. Information about how to register for the webcasts will be posted in Principals' Weekly and on Principals' Portal.

VIII. Community-Based Organization (CBO) Universal Pre-Kindergarten

Families can consider both public school UPK programs and CBO programs. A list of CBO programs are included in the Pre-Kindergarten Directory along with a step-by-step guide about how to apply to a CBO program. If possible, families should call and/or visit CBO programs that interest them. Families who wish to apply to a CBO program must obtain the application directly from the CBO programs they are interested. Unlike the public school UPK process in which a single application is used to apply to all schools, families must submit an individual application to each CBO program they are considering for their child. Each CBO will notify parents directly about their placement offers and about how to pre-register at the CBO UPK site.

IX. How to Contact Us If You Have Questions

If you have any questions or concerns please contact Marty Barr, Executive Director Elementary School Enrollment at mbarr2@schools.nyc.gov or Kim Cobb, Manager Elementary School Enrollment at kcobb@schools.nyc.gov.