

re-enrolling in public schools

After a student moves, what if he or she must commute more than 90 minutes to high school?

The student can apply to transfer to a closer school citing *travel hardship* in the transfer request.

Is a 90-minute commute the only way you can cite a travel hardship for a transfer request?

No. If the student would have to commute over a bridge, a transfer request might be approved. In this case, the student would also claim a travel hardship.

Where do high school students go to make transfer requests?

The Learning Support Center processes requests for students who request transfers. If is a good idea to call ahead because during certain months (such as in the early fall) Borough Enrollment Centers are set up at new locations to deal with enrollment issues such as this.

How do you find a student's region?

The easiest way is to call 311. Tell them you want to find out what region your address is in. There is also a map of the regions at <http://www.nycenet.edu/OurSchools/default.htm>. Each region also has a Learning Support Center, where you may obtain additional information concerning re-enrollment and other matters related to your child's education. Call 311 to ask for the superintendent's name, address and phone number for each region.

Helpful Contacts

If you have difficulty re-enrolling your child in school, you may contact one of these agencies for information and advocacy.

- Advocates for Children(212) 947-9779
- The Children's Aid Society(212) 358-8930
- Lawyers for Children.....(212) 966-6420
- The Legal Aid Society(212) 577-3300
- Legal Services for Children(212) 683-7999
- Legal Services for New York(212) 431-7200
- New York City Department of Education311

For in-depth information, contact The Children's Aid Society at (212) 358-8930 to get a complete set of **KNOW YOUR RIGHTS** brochures and other legal advocacy publications in both English and Spanish. You may also log onto www.childrensaidsociety.org.



For over 150 years, The Children's Aid Society has been assisting New York City's children and their families without regard to race, religion, nationality or socio-economic status. Children's Aid helps children in every aspect of their lives from infancy through adolescence, providing guidance and resources to ensure a child's current well-being and future potential. With over 100 programs and 40 locations in New York that touch the lives of more than 150,000 children every year, Children's Aid is one of the country's largest and most innovative child and family social service agencies.



Full-time school attendance is mandatory for youth ages 6-17. If your child has been out of the city or in another school zone, the New York City Department of Education (DOE) is required to allow you to enroll the child in his or her neighborhood school.

Parents and guardians are legally required to ensure that the young people in their charge are receiving an education. When a student moves from one city to another or from one school zone to another, you must re-enroll your youth. This is true even if the student is coming from another New York City school. Until you do so, the youth will not be able to attend the new school. Delaying a youth's enrollment will cause a gap or lapse in education, making it difficult to catch up and putting the youth in danger of being held back.

When can you register a student at a new school?

Registration is generally done the week before the start of a new school year but can be done at any time during the school year.



How do you register students in kindergarten through 8th grade?

Go to the "zoned school" in the student's new district. Your zoned school is typically the nearest school to your address. Most elementary and middle school students attend the zoned school in their area.

How can you find out the zoned school for a student's new address?

You can call DOE's Office of Zoning at (212) 374-5426 during business hours. You can also go to the city's website at <http://maps.nycboe.net>.

The student and a parent or guardian should go to the zoned school with the following documents:

- Documentation of the student's address. Examples include:
 - A statement from a social agency or community-based organization confirming the address
 - A utility bill, a deed to a house, a document from the New York City Housing Authority (NYCHA) or the Human Resources Administration, medical or insurance cards, a statement from employer or religious institution
 - For subtenants or if more than one family shares a living space, an affidavit from the leaseholder or homeowner, *plus* any of the above acceptable proofs of address, such as a lease, deed, or utility bill
 - *Not accepted* without additional documents: telephone bill, driver's license, or a lease
- The student's immunization history
- The student's latest transcript or report card
- If the student requires special education services, the most recent copy of his or her Individual Education Plan (if you have one)
- If the student is enrolling for the *first time* in a New York City public school: birth certificate, passport, or baptismal certificate is also required.



Remember: The New York City Department of Education requires 90% attendance in order to be promoted to the next grade.

How do you re-register high school students?

The process is very different. High schools are not zoned in New York City. Rather, students apply for several high schools and a match is made depending on many factors. This means that just because a student moves, he or she cannot necessarily change high schools. In fact, the DOE will generally *not* approve a transfer simply because a student moves farther away from the high school.

Does this mean you do not need to re-enroll a high school student after he or she moves?

Correct. But you will need to update the address with the school. You can do this at the school.