



# Advocates for Children of New York

Protecting every child's right to learn

## Know The Process: Enrolling Students In School

Chancellor's Regulation A-101 and A-780, <https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations>, describes the process the DOE must follow when enrolling students in school. Schools may not want to enroll a new student mid-year, especially if they are overcrowded, so it is important for parents to understand the process and know students' right to be in school.



### WHEN to enroll a child in school

All children age 3 and above should be enrolled in some type of school program. **EarlyLearn, 3-K, and Pre-K For All** programs offer ways for children ages 3 and 4 to attend a school program outside the home. Students between the ages of 5 and 21 living in New York City have the right to attend a New York City public school if they have not yet received a diploma. Students are required by law to be in school between the age of 6 and the end of the school year in which they turn 17.



### WHERE to enroll a child in school

Generally, students apply to elementary, middle and high schools during the previous school year. See the 'Choosing an Elementary or Middle School' and 'Applying to High School' tip sheets for more information about school options in New York City. Students who move over the summer or during the school year and students who did not apply previously have fewer options as to where they may enroll in school.

**Elementary and middle school students** who have not participated in the regular application process should register at their zoned school. To find a child's zoned school, call 311 or go to the DOE's website, <https://www.schools.nyc.gov/find-a-school>. Once at the DOE's website, enter the address where you live, and the zoned school(s) will appear in the section to the left of the map.

**High school students** who need a school should contact the Family Welcome Center. Students should share their placement preferences, but options will depend on available space.

**Special education students** who require specialized (District 75) schools or other specialized programs should contact the Family Welcome Center to get a school placement.

**NOTE:** If there is no zoned school for a given address, contact the Family Welcome Center

<https://www.schools.nyc.gov/enrollment/enrollment-help/family-welcome-centers>



## HOW to enroll a child in school

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To enroll, the parent AND the student must email the correct enrollment location with the required documents, including:

1. Completed Student Registration Form (found at the bottom of the Family Welcome Center's website: <https://www.schools.nyc.gov/enrollment/enrollment-help/family-welcome-centers>)
2. Two forms of proof of address dated within the last 60 days, such as a utility bill (gas, water or electric), original lease agreement, deed, mortgage statement, property tax bill, letter from a government agency, or pay stub;
3. The child's birth certificate or passport;
4. The child's immunization record;
5. The child's transcript or latest report card (recommended, but not required); and
6. The child's Individualized Education Program (IEP) or any other special education records, if applicable (strongly recommended, but not required).

Documentation of a child's immigration status is **NOT** required. A child or parent's immigration status should not appear on any school forms or records. Students in temporary housing must submit a Student Registration Form and a Residency Questionnaire but are allowed to enroll in school without immediately providing the remaining documents.

Schools must place a child within 5 school days. This applies to special education students as well, even if the school does not have the appropriate services. Schools may **NOT** turn away any student whom they have previously registered or whom the Office of Student Enrollment or Committee on Special Education has assigned to the school.

**NOTE:** Students should be admitted into school even without appropriate documents. Schools should allow students to attend class while the school investigates needs such as the student's correct grade or special education program. Students coming from out of the country without educational records must be registered based on their age; any student turning 15 or older will be placed in high school. Additionally, students in temporary housing are entitled to immediate enrollment without any documents.

New students may enter school provisionally with documentation of at least the initial set of immunizations. Once admitted provisionally, remaining vaccines must follow the Advisory Committee on Immunization Practices (ACIP) "catch up" schedule for the child to be considered "in process" and remain in school (refer to <http://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>). Other immunization schedules are **not** acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period will be issued exclusion letters and excluded from school until they follow the requirements.



## WHAT to do when a student returns to New York City from another school setting

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If a student was previously enrolled in the New York City school system and has been attending school outside of the city **for one year or less**, the student has the right to return to his or her previous school, subject to available seats. Students in grades K-8 have the right to return to their previously zoned, non-zoned, or gifted and talented program within one year of discharge, subject to availability, if they move back to their old address. High school students who return to the city have the right to go

back to their previous high school within one year of discharge, regardless of address. The Office of Student Enrollment will make all final admission decisions.

Students who have been hospitalized or in Residential Treatment Centers (RTCs), juvenile justice facilities, or other institutionalized settings also have the right to return to their previous school, subject to availability, if they were discharged from the school within the last calendar year. If the prior school placement is no longer appropriate, the Office of Student Enrollment, in consultation with the student, parent and/or agency staff, must identify a different placement for the student. Students are not required to provide a release letter from the custodial agency before re-enrolling in school, and the DOE must arrange placement within 5 school days.



## **WHERE** to go to ask for help

The best place to go for help with questions regarding enrollment is to contact the Family Welcome Center. The email address associated with your student's school district can be found below. If you have questions or concerns, call Advocates for Children's Education Helpline, Monday through Thursday, from 10:00am to 4:00pm at (866) 427-6033 for assistance.

School Districts Served	FWC Email Address
<b>Bronx - Districts 7, 9, 10</b>	<a href="mailto:FordhamFWC@schools.nyc.gov">FordhamFWC@schools.nyc.gov</a>
<b>Bronx - Districts 8, 11, 12</b>	<a href="mailto:ZeregaFWC@schools.nyc.gov">ZeregaFWC@schools.nyc.gov</a>
<b>Brooklyn - Districts 13, 15, 20, 21</b>	<a href="mailto:89thFWC@schools.nyc.gov">89thFWC@schools.nyc.gov</a>
<b>Brooklyn - Districts: 14, 19, 23, 32</b>	<a href="mailto:StMarksFWC@schools.nyc.gov">StMarksFWC@schools.nyc.gov</a>
<b>Brooklyn - Districts 16, 17, 18, 22</b>	<a href="mailto:OceanFWC@schools.nyc.gov">OceanFWC@schools.nyc.gov</a>
<b>Manhattan - Districts 1, 2, 4</b>	<a href="mailto:333FWC@schools.nyc.gov">333FWC@schools.nyc.gov</a>
<b>Manhattan - Districts 3, 5, 6</b>	<a href="mailto:125FWC@schools.nyc.gov">125FWC@schools.nyc.gov</a>
<b>Queens - Districts 24, 30</b>	<a href="mailto:QueensPlazaNFWC@schools.nyc.gov">QueensPlazaNFWC@schools.nyc.gov</a>
<b>Queens - Districts 25, 26</b>	<a href="mailto:LindenFWC@schools.nyc.gov">LindenFWC@schools.nyc.gov</a>
<b>Queens - Districts 27, 28, 29</b>	<a href="mailto:SutphinFWC@schools.nyc.gov">SutphinFWC@schools.nyc.gov</a>
<b>Staten Island - District 31</b>	<a href="mailto:PetridesFWC@schools.nyc.gov">PetridesFWC@schools.nyc.gov</a>

**Still have more questions?**  
**Call the Jill Chaifetz Education Helpline:**  
Monday through Thursday • 10 am to 4 pm • 1-866-427-6033 (toll free)  
[www.advocatesforchildren.org](http://www.advocatesforchildren.org)

*This tip sheet does not constitute legal advice. If you have a legal problem, please contact an attorney or advocate.*

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