

Good Morning,

The Community Education Council of District 1 initiated and supported a district-wide exploration of Socio-Economic Status-conscious, choice-based student admissions policies through a series of community engagement workshops, an independently-commissioned research study, and advocacy. Now, with an award of a Socio-Economic Integration Pilot Program grant to District 1 by the New York State Education Department, D1 has a unique opportunity to implement a school-wide enrichment model at Roberto Clemente School P.S. 15, **pilot changes to D1's current student assignment policy with targets for increasing student diversity and integration at P.S. 15**, and develop a district-based family resource center. This grant will support the district goal of improving student diversity and equity across D1 schools. The members of the grant workgroup planning the pilot changes to increase socio-economic integration are required by the grant to look closely at the district's current Pre-Kindergarten (Pre-K) and Kindergarten (K) enrollment policies, including, necessarily, the data behind applications and enrollment. For that reason, and reinforced by the support and direction of our Superintendent, we are reaching out to your office to move forward in planning the proposal.

With the idea that it is integral to the success of the SIPP grant to build a collaborative relationship with OSE and your data analysts, and one that can endure throughout the planning period and implementation period of the grant, we would like to schedule a preliminary meeting with your office. We hope to work with your team to get the data needed by the SIPP grant and, assuming it is reasonable, have the entirety of the data by January 4<sup>th</sup>. We have listed our requests below and attached a spreadsheet to facilitate your responses. We would also appreciate your assistance in refining our requests where necessary and your guidance in our examination.

1. What is the current algorithm for District 1 Pre-K enrollment? What is the current algorithm for District 1 K enrollment? Have they changed over recent admission cycles (2012-2013, 2013-2014, 2014-15)?

**OSE Response:**

**Kindergarten:** Students are matched to programs based on school preference (as indicated on the application), seat availability, and admissions priorities (order in which applicants are considered for placement in the match process). Students who fall in the first priority group will be considered for placement first; students in the second priority group will be considered next; and so on, until all available seats have been filled. If there are more applicants than available seats within a priority group, students are matched by random selection among applicants at the same priority level.

Standard admissions priorities for zoned schools are as follows:

1. Students residing in the zone, who have a sibling at the school in grades K-5
2. Students residing in the zone, who do not have a sibling at the school

If space allows, students residing outside the zone may also be admitted, in the following priority order:

3. Students residing in the district, who have a sibling at the school in grades K-5
4. Students residing outside the district, who have a sibling at the school in grades K-5

5. Students residing in the district, who currently attend the school's pre-Kindergarten program
6. Students residing outside the district, who currently attend the school's pre-Kindergarten program
7. Students who reside in the district, other than those in (3) and (5) above
8. Students who reside outside the district, other than those in (4) and (6) above

Standard admissions priorities for non-zoned schools are as follows:

1. Students residing in the district whose verified siblings will be enrolled in grades K-5
2. Students residing outside the district whose verified siblings will be enrolled in grades K-5
3. Students residing in the district who are currently enrolled at the school for pre-Kindergarten
4. Students residing outside the district who are currently enrolled at the school for pre-Kindergarten
5. Students who reside in the district, other than those in (1) and (3) above
6. Students who reside outside the district, other than those in (2) and (4) above

#### Choice Districts

Districts 1, 7, and 23 have no zoned schools. They are called choice districts.

District 1 admissions priorities are as follows:

1. District 1 residents who attend a District 1 school for pre-K and choose their current school as their first choice for kindergarten
2. District 1 residents who have a verified sibling in grades K-5 in a District 1 school and choose the sibling's school as their first choice for kindergarten
3. Students who reside outside District 1 who have a verified sibling in grades K-5 in a District 1 school and choose the sibling's school as their first choice for kindergarten
4. All other District 1 residents who choose a school as their first choice
5. Students who reside outside District 1 who attend a District 1 school for pre-K and choose the school as their first choice
6. Students who reside in District 1 who could not be accommodated in their first choice
7. All other out-of-district students

District 7 admissions priorities are as follows:

1. Students with verified siblings who will be enrolled in grades K-5, (a) within area first, then (b) out of area, then (c) out of district
2. Students who are currently enrolled in pre-Kindergarten in the school without siblings in the school, (a) within area first, then (b) out of area, then (c) out of district
3. Other students without siblings enrolled in the school, (a) within area first, then (b) out of area, then (c) out of district

District 23 admissions priorities are as follows:

1. Students residing in the district with a verified sibling in the school who will be in grades K-5
2. Students residing outside the district with a verified sibling in the school who will be in grades K-5

3. Students residing in the district currently attending the school's pre-Kindergarten program
4. Students residing outside the district currently attending the school's pre-Kindergarten program
5. Students residing in the district other than those in (1) and (3) above
6. Students residing outside the district other than those in (2) and (4) above

The Kindergarten algorithm has remained consistent over recent admissions cycles.

**Pre-K:** Students are matched to programs based on school preference (as indicated on the application), seat availability, and admissions priorities (order in which applicants are considered for placement in the match process). Students who fall in the first priority group will be considered for placement first; students in the second priority group will be considered next; and so on, until all available seats have been filled. If there are more applicants than available seats within a priority group, students are matched by random selection among applicants at the same priority level.

Standard admissions priorities for district schools:

1. Students residing in the zone, who have a sibling at the school in grades K-5
2. Students residing in the zone, who do not have a sibling at the school
3. Students residing in the district, who have a sibling at the school, and who have no zoned school or whose zoned school has no pre-K program
4. Students residing in the district, who have a sibling at the school, and who are zoned to a different school which has a pre-K program
5. Students residing in the borough, who have a sibling at the school
6. Students residing out-of-borough, who have a sibling at the school
7. Students residing in the district, who have no zoned school or whose zoned school has no pre-K program
8. Students residing in the district, who are zoned to a different school which has a pre-K program
9. Students residing in the borough
10. Students residing out-of-borough

Standard admissions priorities for NYC Early Education Centers:

1. Currently students enrolled at the NYCEEC in three-year-old programs
2. Siblings of current students enrolled at the NYCEEC
3. Students whose families currently receive free or subsidized social services from the organization operating the NYCEEC pre-K program
4. Students speaking a native language other than English that the NYCEEC specializes in serving
5. All other students

Standard admissions priorities for NYCDOE Pre-K Centers:

1. Students residing in the same district as the Pre-K Center
2. Students residing outside the district

The pre-Kindergarten algorithm has remained consistent over the recent admissions cycles.

2. What percentage of District 1 Pre-K and of K applicants and students received their 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice? Please provide aggregate and school-by-school data for at least the last 3 available admissions cycles.

**OSE Response:** forthcoming

3. What percentage of District 1 Pre-K and of K students were admitted based on each of the priority levels of assignment? Please provide aggregate and school-by-school data for at least the last 3 available admissions cycles.

**OSE Response:** forthcoming

4. What percentage of District 1 Pre-K and of K applicants and students were English language learners, students with disabilities, receive free or reduced lunch (please include any other socio-economic data available), or were living in temporary housing? What percentage of District 1 Pre-K and of K applicants and students were Asian, Black, Hispanic, Other, and White? What percentage of District 1 Pre-K and K applicant and students were enrolled after the application deadline? Please provide aggregate and school-by-school data for at least the last 3 available school years.

**OSE Response:** forthcoming

Please note demographic, SES, SWD data is only available for enrolled students (data existing in ATS); this information is not collected on the application.

5. What percentage of students in District 1 schools have rolled over from Pre-K to K within the same school? Please provide aggregate and school-by-school data for at least the last 3 available admission cycles.

**OSE Response:** forthcoming

6. What percentage of District 1 Pre-K and of K applicants and students reside in the district? Please provide aggregate and school-by-school data for at least the last 3 available school years.

**OSE Response:** forthcoming

7. Who is the vendor and what software is used for the application process?

**OSE Response:**

Vanguard is the vendor for SEMS. SEMS is a web-based tool built on a java/oracle platform.

8. Understanding that there has been a recent change in the wait list policy, would you clarify the means by which a formal complaint would be reviewed or by which placement and assignment data might be reviewed or any other accountability measures?

**OSE Response:**

As waitlist order is provided by the Office of Student Enrollment to individual schools, a complaint as to the school's implementation of the waitlist could easily be reviewed by OSE staff. If a school is found to have admitted children on the waitlist outside of the order provided (and not based on an appropriate alternative process, such as Gifted & Talented, Turning 5, etc.) then steps would be taken to address it. Depending upon the individual case, the school could be required to offer placement to students who were skipped on the waitlist, or in rare cases, to revoke a placement offer from a child who should never have received one.

9. What is the application process for parents who miss the PK or K application deadline?

**OSE Response:**

**Kindergarten:** Families who miss the kindergarten application deadline are encouraged to reach out to the Office of Student Enrollment right away. For several weeks after the deadline (almost until offers are sent in mid-March), late applications are accepted online, over the phone and in person at Family Welcome Centers. Late applicants are added to the waitlist at the end of their priority group, so schools may welcome them in as seats become available, based on admissions priority order. After offers go out, schools manage their own waitlists and walk-ins. They can add students to their waitlists; again, late arrivals come at the end of their priority group. Any students who apply late and are not offered placement from a school's waitlist by June will be offered a placement by the Office of Student Enrollment by the end of the school year. Students arriving after that time are added to the waitlist and may be placed through the capping process (for zoned schools) or by the Office of Student Enrollment in the fall.

**Pre-K:** Families who miss the pre-K application deadline are encouraged to reach out to pre-K programs directly starting in late May 2016, which is when waitlists open. At this time, programs will manage their own waitlists and walk-in registrations. Program staff can add students to their waitlists if no seats are available (late arrivals will be added to the end of their priority group) or they can make offers and register students on the spot if seats are available and there is no waitlist. Families may also contact the Pre-K For All Outreach Team at 212-637-8000 or [pre-k@schools.nyc.gov](mailto:pre-k@schools.nyc.gov) to work with an enrollment specialist to identify programs that have available pre-K seats.

10. Districtwide, what are the Pre-K and K class sizes as of the October 31, 2015 enrollment audit? Please provide school-by-school data.

**OSE Response:** You can use the class size reporting available on the DOE website

11. What was the total number of applicants to District Pre-K and K programs each year for at least the last 3 available admissions cycles? The group is looking at variations, if any, from final enrollment.

**OSE Response: forthcoming**

We are looking forward to a preliminary meeting and thank you for the anticipated collaboration. We will also begin working with DFACE and D1's DLT, who are cooperating on a community planning pilot designed to make District 1 data accessible.

Sincerely,

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