



**Department of
Education**

Carmen Fariña, Chancellor

THE NEW YORK CITY DEPARTMENT OF EDUCATION

Daniella Phillips, Superintendent

COMMUNITY SCHOOL DISTRICT 1

166 Essex Street, Room 126

New York, NY 10002

Phone: 212-353-2948

Wednesday, December 16, 2015

Mr. Robert Sanft
Chief Executive Officer
Office of Student Enrollment

Dear Rob,

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 4th. 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)?
2. What percentage of District 1 Pre-K and of K applicants and students received their 1st, 2nd or 3rd choice? Please provide aggregate and school-by-school data for at least the last 3 available admissions cycles.
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.

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.
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.
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.
7. Who is the vendor and what software is used for the application process?
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?
9. What is the application process for parents who miss the PK or K application deadline?
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.
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.

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

Sincerely,

A handwritten signature in black ink that reads "DPhillips". The signature is written in a cursive, flowing style.

Daniella Phillips