

Our Mission:

AFC promotes access to the best education New York can provide for all students, especially students of color and students from low-income backgrounds. We use uniquely integrated strategies to advance systemic reform, empower families and communities, and advocate for the educational rights of individual students.



Advocates for Children of New York
Protecting every child's right to learn

BACK TO SCHOOL:

A Guide for Youth Coming Back from Detention

Still have questions?

Please Call
The Jill Chaifetz Education Helpline
Monday through Thursday
10AM to 4PM
866-427-6033
(toll free)

Advocates for Children of New York, Inc.
151 West 30th Street, 5th Floor
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WELCOME BACK!

No matter how long you were away, this guide will teach you how to get back in school and back on track. Students who have been in detention sometimes have a hard time returning to school. You want to go back to school, but may be confused about how to get into a school that is right for you. This guide will provide an overview of school issues and teach you how to stand up for your right to a quality education. Here are a few tips to get started:

1. Read everything before you sign it! Don't sign anything you don't understand. Keep copies of all forms you sign.
2. If you don't have your education records, get them. Keep them together in a folder.
3. Get a notebook: keep notes of the names and numbers of all the people you speak with about your education.
4. Be nice but make sure you are being heard.
5. If you need something (e.g. copies of records, a meeting with a teacher, or extra help), put it in writing. Keep a copy of all requests you make.
6. Ask questions when you need more information or something explained a second time.
7. Keep track of your own attendance, especially if you are on probation or parole. Ask your teacher for attendance sheets that each teacher can sign.
8. Keep the contact information for your attorney, probation officer, and aftercare worker close by.

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This guide does not constitute legal advice. This guide attempts to summarize existing policies or laws without stating the opinion of AFC. If you have a legal problem, please contact an attorney or advocate.



Important contact information

Your attorney _____
Tel. # _____

If you were at Passages

Guidance Counselor: _____
Tel. # _____

If you were in OCFS custody

Educational Administrator _____
Tel. # _____

After-Care worker: _____
Tel. # _____

Additional notes: _____

**THE DIFFERENCE BETWEEN PASSAGES AND
THE OFFICE OF CHILD & FAMILY SERVICES
(OCFS)**

Committees on Special Education (CSEs)

For students in non-public schools (private, parochial, charter) or transferring in from outside of New York City, evaluations are managed by the ten regional (CSEs):

CSE	DISTRICT*	ADDRESS	PHONE/FAX
1	7,9,10	One Fordham Plaza, 7th floor Bronx, NY 10458	Phone: (718) 329-8001 Fax: (718) 741-7928
2	8,11,12	3450 East Tremont Ave., 2 nd fl Bronx, NY 10465	Phone: (718) 794-7429 Español: (718) 794-7490 Fax: (718) 794-7445
3	25, 26	30-48 Linden Place Flushing, NY 11354	Phone: (718) 281-3461 Fax: (718) 281-3478
	28, 29	90-27 Sutphin Boulevard Jamaica, NY 11435	Phone: (718) 557-2553 Fax: (718) 557-2620
4	24, 30	28-11 Queens Plaza N., 5 th fl Long Island City, NY 11101	Phone: (718) 391-8405 Fax: (718) 391-8556
	27	Satellite Office 82-01 Rockaway Blvd. 2nd fl Ozone Park, NY 11416	Phone: (718) 642-5715 Fax: (718) 642-5891
5	19,23,32	1665 St. Marks Avenue Brooklyn, NY 11233	Phone: (718) 240-3558 Fax: (718) 240-3555
6	17,18,22	5619 Flatlands Avenue Brooklyn, NY 11234	Phone: (718) 968-6200 Fax: (718) 968-6253
7	20,21	415 89 th Street Brooklyn, NY 11209	Phone: (718) 759-4983 Fax: (718) 759-3905
	31	715 Ocean Terrace, Build- ing A Staten Island, NY 10301	Phone: (718) 420-5790 Fax: (718) 420-5758
8	13,14,15,16	131 Livingston Street, 4 th fl Brooklyn, NY 11201	Phone: (718) 935-4900 Fax: (718) 935-5167
9	1,2,4	333 7 th Avenue, 4 th fl New York, NY 10001	Phone: (917) 339-1600 Fax: (917) 339-1450
10	3,5,6	388 West 125 th Street New York, NY 10027	Phone: (212) 342-8300 Fax: (212) 342-8427

Passages Academy

Passages Academy is a New York City Department of Education program that provides educational services for juveniles residing in detention facilities. Passages Academy has sites across New York City and collaborates with the NYC Administration of Children Services (ACS), Division of Youth and Family Justice (DYFJ) and the NYS Office of Children and Family Services (OCFS).

Passages Sites in Collaboration with DYFJ:

Site: Horizon
Borough: Bronx

Site: Crossroads
Borough: Brooklyn

Site: Summit
Borough: Bronx

Site: Project Haven
Borough: Queens

Site: Project Blum
Borough: Brooklyn

Site: Boys Town
Borough: Brooklyn

Passages Sites in Collaboration with OCFS:

Site: City Challenge
Borough: Brooklyn

Site: Brooklyn Residential Center
Borough: Brooklyn

OCFS

OCFS operates a residential system consisting of reception centers, secure facilities, limited-secure facilities, non-secure facilities, and a group home for youth placed by family and criminal courts in NY. The complete list of NYS Juvenile Detention Facilities is available at:
[http://www.ocfs.state.ny.us/main/publications/Pub I 60%20Facility%20Directory%20of%20Juvenile%20Detention%20Facilities.pdf](http://www.ocfs.state.ny.us/main/publications/Pub%20I%2060%20Facility%20Directory%20of%20Juvenile%20Detention%20Facilities.pdf)

HOW DO I GET BACK INTO SCHOOL?

Returning from Passages Academy

Passages provides students with both the academic and social/emotional skills they need to successfully transition back to school. Passages is responsible for putting you back on the register of the last school you attended before you were arrested. You should be able to return to your old school immediately.

- If you were suspended at the time of your arrest you may have to finish serving your suspension at a suspension site before you can return to your old school.
- If the school wants to transfer you to another school, you have the right to a hearing to determine if you can remain at the school.



Tip: For more information about suspensions and hearings, contact Advocates for Children at 866-427-6033

What if my old school won't let me back?

Make sure you've been discharged from Passages Academy and that your school knows you are returning.

Contact Passages Assistant Principal, Mike Blake
718-292-0065 ext. 140
mblake@schools.nyc.gov

You can also go to your Borough Enrollment Office for help (see pages 9-10 for more information).



You have the right to be immediately enrolled into a NYC public school!

CONTACT INFORMATION: Referral Centers for High School Alternatives

Borough	Location	Phone Number
Bronx	Bronx Regional High School 1010 Reverend James A. Polite Avenue, 3 rd Floor Bronx, NY 10459	718-842-9200
Brooklyn	Marcy Avenue Complex 832 Marcy Avenue, Room 501A Brooklyn, NY 11216	718-636-5770
Manhattan	Alternative Learning Complex 269 West 35 th Street, 7 th Floor New York, NY 10018	212-224-1793
Brooklyn	Jamaica Learning Center 269 West 35 th Street, 7 th Floor New York, NY 10018	718-739-2100
Staten Island	St. George 450 St. Marks Place Staten Island, NY 10301	718-273-3225

**CONTACT INFORMATION:
Borough Enrollment Offices
(continued)**

Borough	Enrollment Office	Districts Served	Phone Number
Manhattan	333 Seventh Avenue (12th Floor), New York, 10001	1, 2, 4	718-935-2383
Manhattan	388 West 125th Street (7th Floor), New York, 10027	3, 5, 6	718-935-2385
Queens	28-11 Queens Plaza North, Long Island City, 11101	24, 30	718-935-2386
Queens	30-48 Linden Place, Flushing, 11354	25, 26	718-935-2391
Queens	82-01 Rockaway Boulevard, Ozone Park, 11416	27	718-935-2401
Queens	90-27 Sutphin Boulevard, Jamaica, 11435	28, 29	718-935-2393
Staten Island	718 Ocean Terrace (Building A), Staten Island, 10301	31	718-935-2402



Monday through Friday from 8 a.m. to 3 p.m.

**HOW DO I GET BACK INTO SCHOOL?
(continued)**

Returning from OCFS Custody

Middle School students: Register at your zoned school. If you do not know your zoned school, you should call 311 or a local public school, or check on the DOE website by putting your address in the “school search” box. If you still have trouble, visit a Borough Enrollment Office.

High School students: Go to a Borough Enrollment Office. You will need a parent or legal guardian to go with you. Ask to meet with the special population liaison at the Borough Enrollment Office.

- Bring a birth certificate, 2 forms of proof of address, and immunization records with you. Also, if you had an old IEP, or an OCFS IEP or portfolio, bring that as well.
- Write down the name and phone number of the person at the Borough Enrollment Office who is registering you. Make sure they give you something in writing to take to the school. If you have trouble when you get to the school, have the school call the person from the Enrollment Office who registered you.

What if I don't have all my records yet?

Your school cannot turn you away because you don't have records or documents. Chancellor's Regulation A-101 says the Department of Education must enroll you immediately and help collect the records from your old school. You are not required to have a release letter from the facility or past transcript in order to register.

What if I am having trouble getting registered?

If you are not being immediately registered in a school, contact the **Office of Student Enrollment (OSE)** by calling **212-374-2363**. Say you are a student returning from a custodial facility and explain the problem to them.



You can also contact the Juvenile Justice Project at Advocates for Children for help at 212-822-9572.

DID I EARN CREDIT FOR THE WORK I DID AT PASSAGES OR IN OCFS CUSTODY?

Passages Academy: Credits you earned at Passages should already be on your transcript.

- For every 30 days you attended Passages and met educational outcomes, you should earn a ½ **credit per class**
- If you took a double class (usually English and Global Studies), you should earn **1 credit**

Half credits can create problems for students because you need full credit to complete the course requirements. Keep records of the grades you received at Passages and ask your school guidance counselor to review your work and get that work translated into credits.

Middle School Students: You should have been given grade level work and the citywide tests required for promotion to the next grade.

OCFS custody: If you attended a New York State registered high school while in OCFS custody, the law says you must receive credit for the work you did. According to the Department of Education, it is up to the Principal of the school you are entering with the help of the guidance staff to review your transcripts and transfer the credits you earned to your New York City transcript.

What you can do:

1. **Contact the Education Administrator** at the Residential Facility where you were in custody and ask them to send the *Transcript Summary Form* to you and your new school.
2. Meet with the guidance counselor at your school to review this form and translate your work into credits.
3. If you can't contact the Education Administrator at your former OCFS residential placement, call the **Dir. of the Bureau of Education Services (OCFS) at (518) 473-4498.**



Note: Units of credit given at schools outside New York City differ from the units of credits given at New York City schools. Generally, 1 credit from outside New York City equals 2 credits in New York City Schools. Make sure you are given the full amount of credit on your New York City transcript.

CONTACT INFORMATION: Borough Enrollment Offices

Borough	Enrollment Office	Districts Served	Phone Number
Bronx	1 Fordham Plaza, (7th Floor), Bronx, 10458	7, 9, 10	718-935-2178
Bronx	1230 Zerega Avenue, Bronx, 10462	8, 11, 12	718-935-2278
Brooklyn	1780 Ocean Avenue, Brooklyn, 11230	17, 18, 22	718-935-2313
Brooklyn	415 89th Street, Brooklyn, 11209	20, 21	718-935-2331
Brooklyn	1665 St. Mark's Avenue, Brooklyn, 11233	19, 23, 32	718-935-2340
Brooklyn	29 Fort Greene Place (BE12), Brooklyn, 11217 <i>Please Note: General Education Only</i>	13, 14, 15, 16	718-935-2371
Brooklyn	131 Livingston Street, Brooklyn, 11201 <i>Please Note: Special Education Only</i>	13, 14, 15, 16	718-935-4908



Monday through Friday from 8 a.m. to 3 p.m.

To find out what district you live in, go to <http://schools.nyc.gov> and enter your street address and borough in the "school search" section.

ADDITIONAL WAYS TO GRADUATE

GED Programs

Access GED:

- Ages 18-21
- Full-time program
- Earn a GED Certificate

GED Plus:

- Ages 18-21
- Full-time and part-time programs
- Earn a GED Certificate

***Students should be on an 8th grade level in reading and math for GED & 5th/6th grade for pre-GED**

Learning to Work (LTW)

Many schools and programs are supported by the Learning to Work (LTW) Initiative. LTW offers job training and helps students explore different career options. Some schools and programs also include paid internship opportunities.

Where to Go?

Referral Centers for High School Alternatives are one-stop guidance centers where high school aged students can be connected to academic options and wrap-around supports.

- Referral Centers can help you:
- Understand your transcript
 - Figure out which alternative programs you should apply to
 - Apply to transfer schools, GED programs, or YABCs
 - Learn about vocational or career options
 - Find daycare for your children
 - With referrals for housing or substance abuse treatment
 - With referrals for social

Visit the **High School Alternative Referral Center** in your borough (pages 9-10) or call the Office of Student Support Services at (917) 521-3639.

CAN I SWITCH TO A DIFFERENT SCHOOL?

Switching to a different school at re-enrollment is probably the best time to request a transfer. Once you are enrolled at a school, transfers can be very hard to get. If you want to try to get a transfer after enrollment, make sure to take the right steps:

1. Contact your guidance counselor to discuss the transfer and set up a meeting. Explain why you're requesting the transfer and ask the school to gather the necessary documents for the transfer packet. *Get copies of all paperwork.*
2. The school must submit the transfer packet to the Borough Enrollment office, which will make the decision to approve or deny your transfer.
3. If the school isn't cooperative, or is taking too long, bring copies of the transfer packet to the Borough Enrollment Office yourself.

Safety Transfers: If something happens in or near your school and you don't feel safe there, report it to the police or school staff immediately. You will need a police report or an occurrence report from the school to request a safety transfer. All decisions about safety transfers are made by Office of Student Enrollment. Go to your principal and request that the school send the Office of Student Enrollment the transfer forms and reports about the incident. If your school won't send the forms, go to your Borough Enrollment Office for help.

Travel Hardship Transfers: If you live more than 90 minutes from your school, you can request a transfer to a school closer to your home.

Medical Transfers: If you have a documented physical or psychiatric condition that requires a different school, or if you are pregnant, you can request another school that will address your physical needs. You will need a letter from a doctor on the medical provider's letterhead stating your medical condition and the reason for the transfer.

No Child Left Behind (NCLB) Transfers: If you are attending a school on the NCLB list of failing schools, you can apply for a NCLB transfer. There are specific deadlines for these transfers and spots at these schools are limited. Talk to your guidance counselor or parent coordinator to find out if you are eligible and how to apply.

If you want a transfer for another reason: Transfers are hard to get but if you have another reason for wanting a transfer, talk to your guidance

DIPLOMA OPTIONS

The following chart explains the requirements for the different types of diplomas:

	Regents	Local	GED	IEP
Credits Required	44 high school credits	44 high school credits	None	Must achieve goals specified in IEP
Examinations to Pass	5 Regents Exams	6 Regents Competency Tests (RCTs)	GED Exam	As specified in IEP
Considered a regular high school diploma?	Yes	Yes	No	No
Accepted by most colleges, the military, and vocational programs?	Yes	Yes	Yes	No

The limitations of the different types of diplomas:

- Both the Regents Diploma and the Local Diploma are considered **regular high school diplomas**.
- As of the class entering 9th grade in 2008, local diplomas are no longer an option for general education students.
- In contrast, the GED and the IEP Diploma are **not** considered regular high school diplomas.

So if a student earns a GED or an IEP Diploma, he/she still has the right to stay in school and work towards a Regents Diploma or Local Diploma until the end of the school year in which he/she turns 21.

IMPORTANT!

An IEP Diploma will **not** provide a student with the same opportunities as the other diploma options.

It is **not** accepted for admission into most colleges, the military, and many vocational programs.

ADDITIONAL WAYS TO GRADUATE

You have the right to be in school until the end of the school year you turn 21, but if you feel uncomfortable at your school, there are other options. Make sure you talk to your parents/guardians and guidance counselor when making the decision about what school or program is best for you.

Transfer Schools

- Ages 15-21
- Usually must have spent one year in high school
- Number of credits required varies
- Full-time, day school
- Earn a high school diploma

Young Adult Borough Centers (YABCs)

- Ages 17.5-21
- Must have spent 4 years in high school
- Must have at least 17 credits
- Part-time afternoon/evening programs
- Earn a high school diploma

To find out more about these alternative programs

Check out the Department of Education directory: **Additional Ways to Graduate**: <http://schools.nyc.gov/ChoicesEnrollment/AlternativesHS/directory.htm>. This directory lists schools and programs by borough and explains how to apply to each one.