



# Advocates for Children of New York

Protecting every child's right to learn

## Enrollment in New York City Public Schools for Immigrant Families

### **Who can attend NYC public schools?**

- Any child age 5 to 21 who lives in New York City has the right to attend public school in NYC until he or she graduates from high school.
- All students applying for public school must be admitted immediately and placed in school within 5 school days.
- Students cannot be turned away because of a lack of space.
- Students who have had little education in the past cannot be turned away.
- All students have the right to attend school regardless of their immigration status or the immigration status of their family members.
  - School staff is **not allowed** to ask you about your immigration status.
  - Even if a student or his or her parents are undocumented or don't have social security numbers, the student can still receive all school services, including free lunch, free breakfast, and transportation.

**What if my family does not have a place to live or we live in housing that is temporary?**

A federal law (McKinney-Vento Act) requires the immediate enrollment of children that live in these situations. If you need assistance, please call the NYS-TEACHS free helpline at 800-388-2014.

### **When can new students register for school?**

If you are new to NYC, you can register your child in the public school system at any time. You do not have to wait until the start of the new school year or semester.

### **Where do I enroll my child?**

#### ELEMENTARY SCHOOL & MIDDLE SCHOOL ENROLLMENT:

If your child is entering elementary school or middle school you should contact his or her *zoned school* to register.

#### > *What is a zoned school?*

A zoned school is a public school for students who live in a specific neighborhood or area. Even though every child is guaranteed a spot in a public school, if your zoned school has no space for new students, your child may be assigned to a different school. To find your zoned school, you can call 311 and tell the operator your address, or visit <http://schools.nyc.gov/default.aspx> and enter your address at the bottom of the page. You can also visit the school you believe is your zoned school.

#### HIGH SCHOOL ENROLLMENT:

To enroll your child in High School, go to your local *Family Welcome Center*. See the last page of this fact sheet for a list of Family Welcome Centers. If a high school student has a parent or guardian, they must accompany the student to the enrollment office. Parents must accompany their children even if they are already 18 years old.

The DOE also has several alternative programs for older students, including Career and Technical Education programs, high school equivalency diploma programs, and transfer schools. For more information on these programs, see <http://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/default.htm>.

## What documents do I need for registration?

You must bring your child with you when registering him or her for school. You must also bring your child's:

- Proof of age, such as a birth certificate or passport.
- Immunization records.
- School records, if available.
- Individual Education Plan (IEP) or 504 Accommodation Plan, if he or she has one.

### Can a school or Family Welcome Center turn me away if:

- I don't have immunization records? **NO**
- I don't have school records? **NO**
- I don't have proof of residency? **NO**
- I don't have proof of age? **NO**

**AND** you must bring 2 forms of proof to show you live in NYC. Proof of residency includes:\*

- A gas, electric, or cable television bill from the past 60 days.
- A rent receipt from the past 60 days.
- A property tax bill.
- An original lease, deed, or mortgage agreement.
- A document from a payroll or government agency.
- Affidavit from someone who knows you live at your address. (Note: In this situation you will be asked for 3 forms of proof of residency.)

\*For a full list of documents accepted as proof of residency, call 311.

## What if a student's school records are from another country?

If your child's records are from outside the U.S. and in a different language, they should be translated by the Department of Education (DOE). You can also ask an outside agency, such as your home country's consulate, for help translating your child's records.

## What if I don't have my school records?

If your child does not have school records from their home country, the school cannot turn you away. They should enroll your child in the grade closest to his or her age. School records can be provided, if available, after your child is enrolled.

## New York City Department of Education Family Welcome Centers

Family Welcome Centers are open from 8am—3pm, Monday—Friday.

Translation and interpretation services are available at Family Welcome Centers.

### BRONX

1 Fordham Plaza, 7th Fl., 10458  
718-935-2178

DISTRICTS SERVED: 7, 9, 10

1230 Zerega Avenue, 10462  
718-935-2278

DISTRICTS SERVED: 8, 11, 12

### MANHATTAN

333 Seventh Ave., 12th Fl., 10001  
718-935-2383

DISTRICTS SERVED: 1, 2, 4

388 West 125th St., 7th Fl., 10027  
718-935-2385

DISTRICTS SERVED: 3, 5, 6

### BROOKLYN

1780 Ocean Avenue, 11230

718-935-2313

DISTRICTS SERVED: 17, 18, 22

415 89th Street, 11209

718-935-2331

DISTRICTS SERVED: 20, 21

1665 St. Mark's Ave., 11233

718-935-2340

DISTRICTS SERVED: 19, 23, 32

29 Fort Greene Pl. (BE12), 11217

718-935-2371

DISTRICTS SERVED: 13, 14, 15, 16  
(General Education Only)

### QUEENS

28-11 Queens Plaza North, LIC 11101

718-935-2386

DISTRICTS SERVED: 24, 30

30-48 Linden Place, Flushing 11354

718-935-2391

DISTRICTS SERVED: 25, 26

90-27 Sutphin Blvd., Jamaica 11435

718-935-2393

DISTRICTS SERVED: 27, 28, 29

### STATEN ISLAND

715 Ocean Terrace, Bldg. A, 10301

718-935-2402

DISTRICT SERVED: 31

This fact sheet does not constitute legal advice. This fact sheet 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.