



Advocates for Children of New York

Protecting every child's right to learn

Kindergarten Admissions: A Guide for Families of Children Born in 2017

If your child was born in 2017, they will enter kindergarten in September 2022. During the New York City Department of Education (DOE)'s Kindergarten Admissions Process, you can apply to schools for your child using one application. All families of students entering kindergarten can and should participate in this process, including families of students with disabilities, English Language Learners, students in temporary housing, and current pre-K students. Advocates for Children has put together this guide to help you understand the process and prepare for this important milestone for your child.

TIMETABLE OF THE KINDERGARTEN ADMISSIONS PROCESS

November and December 2021: Explore Your Options

You should determine your zoned school, if you have one, and your school district (see Question 3). Your zoned school is where you have the highest priority to receive an offer. You can find your zoned school and explore other school options online at schools.nyc.gov/find-a-school and at [MySchools.nyc/schools](https://myschools.nyc.gov/schools). You can use the online information to contact schools to ask if they are hosting virtual tours or online information sessions and to ask questions about their program. See Question 6 for information on deciding where to apply.

December 8, 2021 – January 18, 2022: Apply to Schools

The DOE's application allows you to apply to up to 12 schools. During the application period, you should **not** go to individual schools to apply. You should list all schools of interest in order of your preference on one application.

There are three ways to apply:

1. Apply online at [MySchools.nyc](https://myschools.nyc.gov);
2. Call 718-935-2009, Monday through Friday between 8 a.m. and 6 p.m.; or
3. Contact a Family Welcome Center to schedule an in-person appointment.

If you have questions about the application process or need more help, you can email the DOE at ESEnrollment@schools.nyc.gov or contact a Family Welcome Center (see Question 17 for contact information).

The online application will be available in ten languages: Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. The DOE provides interpretation in over 200 languages to help families who apply over the phone or at a Family Welcome Center.

You can request a copy of the application that you can print by emailing the DOE at ESenrollment@schools.nyc.gov. However, you cannot apply to schools by submitting this application. You can only apply online, by phone, or through a Family Welcome Center.

Spring 2022: Receive an Offer and Pre-Register

In the spring, a kindergarten admissions offer will be mailed to all families who applied by the January 18, 2022 deadline. All families should accept the offer to the school where their child is offered a seat.

There are three ways to accept an offer:

1. On [MySchools.nyc](https://www.schools.nyc.gov/my-schools) (for families who applied online);
2. Contacting the DOE Enrollment Office by phone at 718-935-2009 or email at ESenrollment@schools.nyc.gov; or
3. By contacting the school that made you an offer.

Before the start of school in September 2022, you will need to pre-register your child. You should contact the school directly to learn when and how to pre-register. You will need:

- ▶ **One proof of your child's age**, such as a birth certificate, passport, or record of baptism; and
- ▶ **Two proofs of your address**. You can use a lease, deed, or mortgage statement; gas, electric, water, cable, or property tax bill; rent receipt; official payroll documentation; voter registration document; documentation from a government agency; government issued identification (including an IDNYC card); driver's license; income tax form; membership documents based on residency (e.g., neighborhood residents' association); or evidence of custody of the child. You *cannot* use a phone bill, credit card bill, or health insurance card. For information on how to prove your address if you live with another family or live in temporary housing, see Question 14.

You do not need to provide proof of citizenship or a Social Security number. For a checklist of items to bring with you, visit the DOE website at <http://bit.ly/DOE-Enrolling>.

Accepting an offer and pre-registering at a school will not prevent you from later getting an offer from another school's waitlist, an offer to a specialized (District 75) school, or an offer to a charter school. Once you pre-register at a school, your child is set to attend that school in September as long as your child remains eligible for the seat.¹

WAITLISTS: If you applied to more than one school on your application, your child will be automatically placed on the waitlist for any schools you ranked higher than the school where you got an offer. You can accept an offer in the spring *and* remain on the waitlists for schools you ranked higher. (See Question 7.) If a school is able to offer you a seat from the waitlist, the school will contact you directly.

¹ Pre-registration is the DOE's term for registration that happens before September. Once you pre-register your child at a school, your child is set to attend that school in September, provided the student remains eligible for the seat in September. For example, if a student moves and now lives outside of the school's zone and the school does not have space for children outside the zone, the student may lose that offer.

FREQUENTLY ASKED QUESTIONS ABOUT KINDERGARTEN ADMISSIONS

1. Who is eligible to enter kindergarten in September 2022?

All children who were born in 2017 and live in New York City are eligible to start kindergarten in September 2022. The DOE *must* provide a kindergarten seat to any child born in 2017 whose parent chooses to enroll them in kindergarten. You may choose not to send your child to kindergarten, but your child will be placed in the first grade if you send them to a NYC public school the following year unless the principal decides that another grade placement would be more instructionally appropriate and the superintendent approves the decision for the student to be placed in a different grade.

2. Do I need to apply to kindergarten if my child is in pre-K?

Yes! All current pre-K students need to apply to kindergarten to secure a kindergarten seat. Children in pre-K at district public schools do not automatically stay at the same schools for kindergarten.

3. How do I find my district and my zoned school?

New York City is divided into 32 school **districts** based on location. Most districts are also divided into smaller geographic areas called **zones**. Most elementary schools are **zoned schools** that give admissions priority to children who live within their zone. Every student, except those who live in Districts 1, 7, or 23, has at least one zoned school. To find your district and your zoned school, go to [MySchools.nyc.gov/schools](https://myschools.nyc.gov/schools) or schools.nyc.gov/find-a-school, enter your home address, borough, and child's grade ("K"), and click "Search." You will see the name and contact information for the school that is zoned for your address, as well as your district number. You can also get this information by calling 311.

4. What if I live in Districts 1, 7, or 23?

District 1 (Lower East Side, Manhattan), District 7 (South Bronx), and District 23 (Brownsville, Brooklyn) are called non-zoned districts. They do not have zoned schools and follow a different list of admissions priorities. Families who live in District 1 and District 23 have priority to all schools in those districts. District 7 is divided into a northern and a southern area, and students will get priority to the schools in their area. All three districts give admissions priority to siblings and current pre-K students. For the list of admissions priorities for each district, review the DOE's 2022 *NYC Public Schools Admissions Guide*, available at schools.nyc.gov/kindergarten.

In an effort to increase diversity, each school in District 1 gives priority for a percentage of seats to students who qualify for free or reduced lunch, students in temporary housing, and students whose home language is a language other than English. The percentage is based on the background of District 1 applicants. For more information about District 1 schools and admissions, you can visit the District 1 website at district1nyc.com or email DI FamiliesNYC@gmail.com.

5. How are students matched to schools?

Admission is not first-come, first-served. All applications received by the deadline will be treated the same, according to admissions priorities.

Because many schools are not able to admit all students who apply, admissions offers are made in order, based on a list of priorities. The DOE's kindergarten admissions website.

(schools.nyc.gov/kindergarten) explains admissions priorities for zoned schools and non-zoned schools.

Most schools are **zoned schools** that accept students in the following order of priority*:

1. Children who are zoned for the school and will have a sibling** at the school in the 2022-23 school year;
2. Other children who are zoned for the school;
3. Children who live in the school's district (but are not zoned for the school) and will have a sibling at the school in the 2022-23 school year;
4. Children who live outside the district and will have a sibling at the school in the 2022-23 school year;
5. Children who live in the district and are currently enrolled in the school's pre-K program;
6. Children who live outside the district and are currently enrolled in the school's pre-K program;
7. All other children who live in the district;
8. All other children who live outside the district.

Some schools are **non-zoned schools**, which give priority to siblings, continuing pre-K students, and children living in the district. Most non-zoned schools*** accept students in the following order of priority:

1. Children who live in the district and will have a sibling at the school in the 2022-23 school year;
2. Children who live outside the district and will have a sibling at the school in the 2022-23 school year;
3. Children who live in the district and are currently enrolled in the school's pre-K program;
4. Children who live outside the district and are currently enrolled in the school's pre-K program;
5. All other children who live in the district;
6. All other children who live outside the district.

* For some zoned and non-zoned schools, there may be additional priority categories approved by the DOE to achieve greater diversity at the school. These schools are listed online at schools.nyc.gov/DiversityAdmissions. See [MySchools.nyc](https://myschools.nyc.gov) for each school's admissions priorities.

** A sibling includes a half-sibling, stepsibling, and foster sibling of the applicant, who lives in the same household. To get the sibling priority, the sibling must be enrolled in kindergarten or a higher grade at that school for the 2022-23 school year or enrolled in a District 75 program for the 2022-23 school year co-located in the same school building as the school where the student is applying.

*** Note: Some non-zoned schools have their own priority structure. The priority structure for each non-zoned school is listed online at [MySchools.nyc](https://myschools.nyc.gov).

Districts 1, 7, and 23 are non-zoned districts. See Question 4 for more information.

To make offers, schools consider students in the top priority group first. If seats are available after all students in the first priority group get an offer, they will consider students in the second priority group next, and so on until all seats are filled. For example, all zoned students must be admitted to a zoned school before offers can be made to non-zoned students. If there are more students in a priority group than seats available, offers will be made first to students in that priority group who need an accessible school and then in random order to other students in that priority group. So, for example, if a zoned school can offer seats to some non-zoned students who live in the school district and will have a sibling at the school in the 2022-23 school year (priority group 3), but cannot offer seats to all students in that group, the school will make offers first to students who need an accessible school and then to other students in that priority group in random order. For more information on accessible schools, see page 12.

Students are considered for admissions at each school they list on their application. If an offer could be made to more than one school on the application, then the student will receive an offer to the school they ranked the highest. You can find a short video that explains admissions process online at schools.nyc.gov/kindergarten.

6. How do I decide where to apply?

To explore school options, use [MySchools.nyc](https://myschools.nyc.gov) to identify for your zoned school and search for other schools of interest. The website lets you filter for schools based on certain needs and preferences like proximity to subway lines and schools that are fully or partially accessible. You can also find a webpage for each school by searching the DOE website (www.schools.nyc.gov/find-a-school); from the school's webpage you can click on "Data and Reports" to find reports about the school. While you may not be able to visit schools this year because of the pandemic, some schools may offer online open houses and virtual tours, or a chance to meet staff members. You can contact each school to find out if it is offering an online open house or to request more information. Another helpful resource is Inside Schools, <http://insideschools.org>, an independent guide to the NYC public schools.

You should apply to schools where your child will have a high priority, such as your zoned school or a school where your child's sibling attends. (See Question 5 for the list of priorities.) Each school's page on [MySchools.nyc](https://myschools.nyc.gov) tells you which priority groups received offers to the school last year. While the number of students who apply to a school will vary from year to year, this information can help you figure out how likely it is that your child will receive an offer to that school. For example, the school page on the [MySchools.nyc](https://myschools.nyc.gov) online directory tells you if a school made offers to any non-zoned students (categories 3-8) last year. If your child does not fall into a category of students that received an offer at this school, you can still apply, but you should be aware that it is unlikely your child will receive an offer at this school, and you should also apply to other schools as well.

You should rank schools in your order of preference. Ranking your zoned school lower down does *not* hurt your child's chances of getting into the zoned school if a higher ranked school does not have space for your child. The order in which you list schools is only used if more than one school that you listed on your application has space for your child based on the school's admissions priorities. In other words, if an offer could be made to more than one school that you listed on your application, you will receive an offer for the school that you listed higher.

7. What happens if my child does not receive an offer for my first choice school?

When you get your admissions offer in the spring, you should accept the offer and register at the school where your child was offered a seat by the pre-registration deadline in order to keep that seat. If you did not get an offer at your first choice school, you will be on the waitlist for any other school that you ranked higher on your application. As spots open up, schools will call children off the waitlist based on their admissions priorities and waitlist order (see Question 5). If a seat opens up for your child at a school, the school will contact you directly.

8. What happens if my child does not receive an offer at any school?

All children born in 2017 are guaranteed a seat for kindergarten in September 2022. Every child who applies through the Kindergarten Admissions Process by the application deadline will receive an offer in the spring.

If you do not receive an offer, e-mail the DOE at ESenrollment@schools.nyc.gov, call the DOE at 718-935-2009, or contact your Family Welcome Center or Advocates for Children's Helpline (see Question 17 for contact information).

9. What happens if I do not participate in the kindergarten admissions process?

If you miss the application deadline, you can contact your zoned school or other schools of interest to place yourself on the waitlist. You can also add your child to a school's waitlist on MySchools.nyc. If the school can make you an offer based on admissions priorities and waitlist order, then they will contact you directly. If you do not participate in the kindergarten admissions process or you arrive over the summer, your child still has the right to attend kindergarten in September. You should contact your zoned school to register your child. Otherwise, you should contact your Family Welcome Center to get a kindergarten placement for your child (see Question 17). If you run into difficulty, you should contact the DOE at ESenrollment@schools.nyc.gov or 718-935-2009 or call Advocates for Children's Helpline (see Question 17 for contact information).

10. Why should I participate in the kindergarten admissions process if my child will most likely attend their zoned school anyway?

While most children attend their zoned schools, the kindergarten admissions process allows you to indicate a preference for which school you want your child to attend. If you want your child to attend your zoned school, you should still apply there. Some zoned schools may fill up during the admissions process, so if you do not apply, your child may be assigned a seat at a different school in the district where you live. If you want your child to attend a school other than your zoned school, you should apply to your preferred school in order to have a chance of getting an offer there.

11. What are other public school kindergarten options for my child?

There are a few other options, including:

- **CHARTER SCHOOLS:** Charter schools are free public schools that are run by a non-profit board of trustees rather than by the DOE. They give preference to students living in the district and siblings of students attending the school. If too many students apply, they select students by a random process, such as a lottery. You can look up charter schools online at <http://bit.ly/DOE-CharterSchools>. Families can complete applications for individual charter schools or apply to multiple schools at once by completing a centralized application online at www.nyccharterschools.org/apply. Most applications are due by April 1.
- **MAGNET SCHOOLS:** Magnet schools are public schools within the DOE that use a curriculum based on a certain theme, such as technology or the arts. Families can apply to magnet schools through the kindergarten admissions process outlined above.

12. How does the admissions process work for students with disabilities?

Families of students with disabilities participate in the kindergarten admissions process in the same way as their peers without IEPs. While this process is taking place, an Individualized Education Program (IEP) team will also develop a kindergarten IEP for children eligible for school-age special education services.

Beginning in the winter, families of children with preschool IEPs will receive a notice of referral to school-age special education services and the contact information of a DOE representative. The DOE representative will contact the family and arrange new observations or evaluations if needed. The

DOE representative will then schedule an IEP meeting to determine whether the child is eligible for school-age special education services and, if so, to develop the child's kindergarten IEP.

► **Neighborhood (Non-Specialized) School Programs (Districts 1 to 32)**

The kindergarten admissions process does *not* treat students differently if they have IEPs. The majority of children with disabilities will attend the school where they are admitted through the kindergarten admissions process, and that school will be responsible for providing the programs and services on that child's IEP. If your child's IEP recommends a "non-specialized District 1-32 school" program (e.g., Special Education Teacher Support Services (SETSS), Integrated Co-Teaching (ICT), or a 12:1 or 12:1:1 special class in a non-specialized District 1-32 school), your child will **not** receive a particular placement based on your child's IEP. Rather, your child will attend the school offered to them through the kindergarten admissions process. If your child's IEP has a non-specialized District 1-32 school recommendation, and the school tells you that it will not have the program that is required by your child's IEP, you should e-mail the DOE's Special Education Office at turning5@schools.nyc.gov and copy Advocates for Children at kindergarten@afcnyc.org, call the DOE's Special Education Office at 718-935-2007, or call Advocates for Children's Helpline (see Question 17 for contact information). Your child has the right to attend a school that offers the program on your child's IEP. If the school that admitted your child does not have the program on your child's IEP (e.g., ICT or 12:1:1), the DOE's Special Education Office can make sure that the school opens that type of class or can grant a transfer to a school that has the type of program on your child's IEP.

► **Specialized Programs in Neighborhood (Non-Specialized) Schools (Districts 1 to 32) and Specialized Schools (District 75)**

Some children with IEPs require more specialized support, such as a bilingual special education program for children whose IEPs recommend an Integrated Co-Teaching (ICT) or special class in their home language. These bilingual special education programs are not available in every District 1 to 32 school. Therefore, if your child's IEP requires a bilingual special education class, the DOE may offer you a school by June 15, 2022 that has the recommended program as an alternative to the school that admitted your child through the kindergarten admissions process.² If the DOE cannot offer you a school with the bilingual special education program recommended on your child's IEP, then the DOE must offer additional supports, such as a bilingual paraprofessional, at the school where you received an offer. Currently, the DOE offers bilingual special education classes in Spanish and Chinese only. You can contact the DOE at BSEprograms@schools.nyc.gov with questions about bilingual special education programs and placements.

Families may apply to specialized programs such as the ASD Nest or the ASD Horizon Program for eligible children on the autism spectrum, the ACES program for eligible children with intellectual disabilities, and the I READ program for children with disabilities that affect their ability to read. The application process for these programs is separate from the Kindergarten Admissions Process. Because these specialized programs are not available in every District 1 to 32 school, the DOE will send families who have been accepted a letter in the spring providing the family with the school placement information.

² Students receiving preschool special education services before March 1st or referred for special education services before March 1st should receive placement notices by June 15th. Students referred during the month of March should receive placement notices by July 15th, and students referred between April 1st and May 10th should receive placement notices by August 15th. Students referred for the first time after May 10th should receive placements within 60 school days from the date that their parents sign consent for evaluations.

Students with more intensive needs may require a specialized school placement, known as District 75. The DOE will place students in a District 75 school based on the student's IEP recommendation. To learn more about District 75 programs, visit the DOE website at <http://bit.ly/DOE-D75>. Families cannot apply to District 75 schools. However, families of children who have autism can apply to the AIMS program available in some, but not all, District 75 schools. To learn more about the program, visit <https://bit.ly/DOE-D75-Programs>.

If you do not receive a placement offer for a school that has the program required by your child's IEP, you should e-mail the DOE's Special Education Office at turning5@schools.nyc.gov and t5placement@schools.nyc.gov and copy Advocates for Children at kindergarten@afcny.org, call the DOE's Special Education Office at 718-935-2007, or call AFC's Helpline (see Question 17 for contact information).

For more information on the transition from preschool to kindergarten special education services and the DOE's specialized programs, visit <http://bit.ly/DOE-K-IEP> and <http://bit.ly/SpecializedPrograms>. You can also read Advocates for Children's Turning 5 Guide, available at http://www.advocatesforchildren.org/sites/default/files/library/turning_5_guide.pdf.

► Accessible Schools

Only some school buildings are barrier-free or wheelchair accessible. You can search MySchools.nyc.gov/schools to find information about which schools are fully accessible (where all of the building is available to individuals regardless of mobility, vision or hearing needs), which are partially accessible (where only some of the building is available and usable to individuals with limited mobility, vision or hearing needs), and which are not at all accessible. Schools that are partially or fully accessible will include a link to the school's Building Accessibility Profile that provides details on the school's accessibility. You can also filter for schools based on their accessibility and apply to schools that meet your child's needs. A list of accessible schools is available at schools.nyc.gov/BuildingAccessibility.

Families of children who need an accessible school may apply to these schools through the Kindergarten Admissions Process. Families should also answer questions on the kindergarten application that ask about their child's accessibility needs. Children who need an accessible school will get offers before other students in their admissions priority group. See Question 5. For more information, visit <http://bit.ly/EnrollmentAccessibility>. Families seeking help with the admissions process can reach out to the DOE at accessibleadmissions@schools.nyc.gov or esenrollment@schools.nyc.gov.

All students who need a barrier-free or accessible school will receive a placement to one by June 15th if they did not already receive one through the kindergarten admissions process. Please note that this school may be different from the one where you received an offer through the kindergarten admissions process, and you should register your child at the new school offered in June so that your child can receive the program and services on their IEP. If the school your child is offered is not accessible for you or your child, you can contact the DOE to request accommodations to improve accessibility in the school at accessibility@schools.nyc.gov. If that isn't possible, you may need a new placement and should reach out to accessibleadmissions@schools.nyc.gov and to turning5@schools.nyc.gov.

13. How does the admissions process work for children who are learning English, also known as English Language Learners (ELLs)?

Families of ELLs can and should participate in the Kindergarten Admissions Process. Once the DOE admits your child to a school through the admissions process, you will work with a teacher or administrator at the school to complete a Home Language Identification Survey (HLIS). This survey lets school staff know what language you use in your home. If the survey finds that the student uses a language other than English, they may take the New York State Identification Test for English Language Learners (NYSITELL). This test measures the student's knowledge of English and determines if they need support programs or services to learn English. How your child does on this test determines whether your child is entitled to ELL supports and services.

There are three main English language learning programs in New York City schools: Dual Language, Transitional Bilingual Education (TBE), and English as a New Language (ENL) (formerly called ESL).

- ▶ **DUAL LANGUAGE:** ELLs and native English speakers learn together in one classroom and receive instruction in two languages so that both groups of students learn to read, write, and speak in both languages.
- ▶ **TRANSITIONAL BILINGUAL EDUCATION (TBE):** Students receive instruction in English and the students' home language. Over time, as students' English improves, time spent learning in English increases and time spent learning in the home language decreases.
- ▶ **ENGLISH AS A NEW LANGUAGE (ENL):** Students receive instruction entirely in English and receive extra help so they can learn to speak, read, and write in English.

All schools provide ENL instruction. You can visit [MySchools.nyc/schools](https://www.myschools.nyc.gov/schools) to find and apply to Dual Language programs. A list of Dual Language programs offered during the 2020-2021 school year is available at <http://bit.ly/BilingualPrograms>. For updated information about ELL programs, contact schools directly.

If you are interested in Dual Language programs, you should list them on your kindergarten application using the specific code for the school's Dual Language program (for example, one school's code for Spanish: 03M084SP). If you want to apply to a school's Dual Language program and to the school's general program, you should list the code for the school's Dual Language program and the code for the school's general program on your application in your order of preference. Dual Language programs aim for a balanced number of ELLs and English-speaking students. Therefore, some seats may be reserved for ELLs. For these programs, a follow-up question on the kindergarten application will ask for your child's home language and your child's proficiency levels in both the home language and English. Schools may do an assessment and an interview with the child to determine the child's home language and English proficiency.

Regardless of which school admits your child, if your child needs a program for ELLs, you will receive information about your options and can request a bilingual or ENL program. All schools offer ENL instruction, and all schools are expected to open a TBE or Dual Language program when the families of at least 15 ELLs in a single language in one grade or two consecutive grades ask for that program. If your school is not opening a TBE or Dual Language program, you can request a transfer to a school that has a bilingual program through your school or by contacting a Family Welcome Center.

For more information about these program options, see AFC's website for Immigrant Students and English Language Learners at http://bit.ly/AFC_ImmStudents. Information is also available on the DOE

websites at schools.nyc.gov/ells. If you still have questions, you can contact the DOE at DML@schools.nyc.gov.

14. How do I prove my residence if I live with another family or in temporary housing?

If you live with another family or are subletting from another family, and the lease is in that family's name, you may not have paperwork in your name to prove your address. When you go to register at the school you were offered, you should bring a "Parent Affidavit of Residency" signed and preferably notarized by you and the primary leaseholder/tenant stating that you live at that address, along with two other documents confirming your address. You can find a copy of the affidavit online at <https://bit.ly/Enrollment-Docs>. Families living in temporary housing do **not** need to bring in this documentation.

If you live in temporary housing, such as a shelter or temporarily doubled up with another family because you lost your housing, you should still apply for kindergarten. You can find your district and your zoned school by typing your temporary address in MySchools.nyc or calling 311 (see Question 3). If you don't have two proofs of your address, don't worry! When you go to register, let the school know that you live in temporary housing. The school must provisionally enroll you. The school can't refuse to enroll your child because you don't have proof of address or other documents. If the school asks you for some type of proof of your address, you can give them a letter from your shelter, or you can ask the DOE to conduct a home visit. If you run into any problems, call your school district's Regional Manager. The list is available online at bit.ly/DOE-STH.

For all students, if there are any questions or problems with your proofs of address, the school should admit your child on a "provisional" (temporary) basis. The school where your child attends can then start an address investigation. If your child lives at an address that makes them ineligible to attend the current school, the DOE will decide whether to transfer your child to another school. You will receive the transfer decision in writing and you can appeal the decision.

15. Will my child receive transportation to school?

In kindergarten, your child is eligible to receive a MetroCard or other transportation if the school is over half a mile walking distance from your home. (Starting in third grade, your child will receive transportation only if the school is over a mile away.) Your child will receive transportation by yellow school bus if the school is *in your district*, the school has applied for yellow bus service, and a stop near your home exists or can be created. In addition, kindergarten students living in shelters are eligible for yellow bus service, and kindergarten students in foster care may be eligible, even if they attend school outside of the district where they live. If no bus route exists, your child will get a MetroCard. Students with disabilities may be entitled to door-to-door busing or other specialized transportation accommodations if recommended on their IEPs. For more information, contact the Office of Pupil Transportation at (718) 392-8855 or pupiltransportationteam@schools.nyc.gov, or visit bit.ly/DOE-BusInfo.

16. What if my child's kindergarten placement is a hardship for my family?

You should contact your Family Welcome Center (see Question 17) if your child's kindergarten admissions offer presents a hardship for your family. Transfers are reviewed for documented hardships regarding child care, sibling, safety, and medical issues. For example, you may be able to get

a new school placement if the school is too far from your place of work or from your child’s after-school child care location, or if your child’s sibling attends a different school. You may also be able to get a medical/reasonable accommodation transfer if you can provide a doctor’s letter explaining why your child needs a different school or if you, the parent, are not able to access the school that admitted your child. You can contact the Family Welcome Center to discuss your request at any time over the summer. You should be aware that the DOE can only transfer your child to a school that has available seats, and there is no guarantee that a transfer request will be granted. For more information on transfers, visit the DOE website: schools.nyc.gov/transfers.

17. Where can I go for more information?

Resources on kindergarten admissions are available on the DOE’s website at schools.nyc.gov/kindergarten. Families with questions about the Kindergarten Admissions Process can contact the DOE’s Kindergarten Admissions team at ESenrollment@schools.nyc.gov or 718-935-2009. Families can also contact Family Welcome Centers at the email addresses below.

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

Visit the DOE website for locations and information on how to schedule an appointment at a Family Welcome Center at schools.nyc.gov/FWC.

You can also call AFC’s Helpline at 1-866-427-6033 on Monday through Thursday, 10am to 4pm.

Advocates for Children of New York, Inc.
 151 West 30th Street, 5th Floor, New York, NY 10001
 Jill Chaifetz Education Helpline: 1-866-427-6033 (toll free)
 Monday through Thursday, 10am to 4pm
www.advocatesforchildren.org

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.

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