



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?

- All children aged 4 to 21 who live in New York City have the right to attend public school in NYC until they graduate 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 or no 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 are **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 your **zoned school** to register. You may also visit your local *Family Welcome Center* for help. Parents or guardians must bring the child with them for enrollment and registration.

What is a zoned school? A zoned school is a public school for students living 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, call 311 and tell the operator your address, or visit schoolsearch.schools.nyc and enter your address at the top of the page. You can also visit the school you believe is your zoned school or a Family Welcome Center for more help.

HIGH SCHOOL ENROLLMENT:

To enroll in High School, go to your local Family Welcome Center. If a youth under the age of 18 has a parent or guardian, the parent or guardian must accompany the youth to the Family Welcome Center to enroll in school. If a youth is an emancipated minor or an unaccompanied youth, they do not need to be accompanied by an adult to enroll in school.

New York City Public Schools (NYCPS) also has several alternative programs for older students, including Career and Technical Education programs, high school equivalency diploma programs, and transfer schools. Find more information about these programs on the [NYCPS' website](http://NYCPS.org).

What documents do I need for registration?

You must bring the following documents when registering a child for school:

- Proof of the child's age, such as a birth certificate or passport.
- Immunization records for the child.
- School records, if available.
- Individual Education Plan (IEP) or 504 Accommodation Plan, if the child has one.
- A photo ID for the parent or guardian.

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 NYCPS. 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.

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**

New York City Department of Education Family Welcome Centers

Family Welcome Centers are open from 8am - 5pm, Monday - Thursday; 8am - 3pm, Friday.

Translation and interpretation services are available at Family Welcome Centers

BRONX

1 Fordham Plaza, 7th Fl., 10458
718-329-8050

FordhamFWC@schools.nyc.gov

Districts Served: 7, 9, 10

1230 Zerega Avenue, 10462
718-828-7546

ZeregaFWC@schools.nyc.gov

Districts Served: 8, 11, 12

MANHATTAN

333 Seventh Ave., 12th Fl., 10001
917-339-1763

333FWC@schools.nyc.gov

Districts Served: 1, 2, 4

123 Morningside Dr, 10027
332-228-0312

MorningsideFWC@schools.nyc.gov

Districts Served: 3, 5, 6

BROOKLYN

1780 Ocean Avenue, 11230
718-758-7744

OceanFWC@schools.nyc.gov

Districts Served: 16, 17, 18, 22

415 89th Street, 11209
718-759-3900, option #4

89thFWC@schools.nyc.gov

Districts Served: 13, 15, 20, 21

1665 St. Mark's Ave., 11233
718-240-3601

StMarksFWC@schools.nyc.gov

Districts Served: 14, 19, 23, 32

QUEENS

28-11 Queens Plaza North, LIC 11101
718-391-6129

QueensPlazaNFWC@schools.nyc.gov

Districts Served: 24, 30

30-48 Linden Place, Flushing 11354
718-281-3538

LindenFWC@schools.nyc.gov

Districts Served: 25, 26

90-27 Sutphin Blvd., Jamaica 11435
718-557-2786

SutphinFWC@schools.nyc.gov

Districts Served: 27, 28, 29

STATEN ISLAND

365 Bay St., 10301
718-935-3500

BayStreetFWC@schools.nyc.gov

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.