



NEW YORK STATE SENATOR

Martin J. Golden

## Nyc Department of Education Opens Student Registration Centers Across the City

MARTIN J. GOLDEN August 29, 2013

Annual Registration Effort for New or Re-entering Students Runs August 28 - September 18

The New York City Department of Education has opened nine Student Registration Centers across the five boroughs to enroll new students for the start of school. All new high school students, including those with an Individualized Education Plan (IEP), must register at a Student Registration Center in their borough of residence.

New elementary and middle school students who have zoned schools, including those with an IEP, should register at their zoned schools starting Monday, September 9. Parents can find their zoned schools or the nearest Student Registration Centers by calling 311 or visiting the Department's website at [www.nyc.gov/schools](http://www.nyc.gov/schools). Students who live in a neighborhood without zoned schools should visit a Student Registration Center in their borough of residence.

Enrollment staff at Student Registration Centers will meet with students and their parents to facilitate registration. Interpretation services will be available at each center. All forms and parent materials will be available in English and translated into nine languages (Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu).

The Student Registration Centers will be open from Wednesday, August 28, through Wednesday, September 18, from 8:00 a.m. to 3:00 p.m. The centers will be closed on Monday, September 2, Thursday, September 5, and Friday, September 6 for school holidays.

Parents must bring their children with them to register. The following documents are required:

>Child's birth certificate or passport;

>Child's immunization records;

>Child's latest report card/transcript (if available);

>Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan (if applicable and available).

In addition, parents must demonstrate proof of residency by bringing any of the following two documents\*:

>Utility bill (gas or electric) in the resident's name (National Grid, Con Edison, or the Long Island Power Authority); must be dated within the past 60 days

>Water bill for the residence; must be dated within the past 90 days

>Current property tax bill for the residence:

>Official payroll document from an employer [example: payroll receipt]; must be dated within the past 60 days

>Document or letter from a federal, state, or local government agency indicating the resident's name and address [example: document from Internal Revenue Service (IRS), City Housing Authority, the Administration for Children's Services (ACS)]; must be dated within the past 60 days

\*If the parent is not the leaseholder of residence, they must submit a Residency Affidavit.

Student Registration Centers

Bronx

P.S./M.S. 194

2365 Waterbury Avenue, 10462

(enter on Parker Street)

Theodore Roosevelt

Educational Campus

500 East Fordham Road, 10458

Brooklyn

Edward R. Murrow High School

1600 Avenue L, 11230

Clara Barton High School

901 Classon Avenue, 11225

Brooklyn Technical High School

29 Fort Greene Place, 11217

(enter on South Elliott Place)

Manhattan

The High School of

Fashion Industries

225 West 24th Street, 10011

(enter on West 25th Street)

Queens

Long Island City High School

14-30 Broadway, 11106

Thomas A. Edison Career & Technical Education High School

165-65 84th Avenue, 11432

Staten Island

The Michael J. Petrides School

715 Ocean Terrace (Building C), 10301

Students with a non-New York City IEP should visit one of the Student Registration Centers. Students with more restrictive or specialized needs may also visit a Committee on Special Education (CSE) location. For more information, including CSE locations, call 311 or visit [www.nyc.gov/schools](http://www.nyc.gov/schools).

The New York City Department of Education is the largest system of public schools in the United States, serving about 1.1 million students in over 1,800 schools. Learn more at [www.nyc.gov/schools](http://www.nyc.gov/schools).