



NEW YORK CITY DEPARTMENT OF EDUCATION
2018 SUMMER SCHOOL INSTRUCTIONAL PROGRAM APPLICATION
CHARTER SCHOOL STUDENTS ELIGIBILITY AND REGISTRATION INSTRUCTIONS

52 Chambers Street
New York, New
York 10007

District Borough Number (DBN) Code: _____
Charter Principal/Administrator/Head of School _____
Charter School Name: _____
School Street Address: _____
School City, Zip Code: _____

The New York City Department of Education’s (NYCDOE) summer school program provides support to students in Grades 3 – 12 over the summer to better their proficiency in NYS Learning Standards and NYC Performance Standards and improve their readiness for the next grade level. District schools establish their own summer school schedule, with an earliest possible start date of Thursday, July 5, 2018. Families should contact the nearest district school that will be open for the summer to find out more information about actual start/end dates and schedules. A list of schools is available on the Department of Education’s [Summer School Website](#).

Eligibility for district summer school programs:

In accordance to NYCDOE policy, charter school students who have promotion in doubt status or students who need additional courses/credits to graduate high school, may apply for district school summer programs. Enrollment in the summer school program is a local decision made at the school level based on space and course availability. Please reference the details below for grade level requirements:

Elementary and Middle School Programs:

Elementary and middle charter school students (grades 3 - 8) who are in danger of not being promoted to the next grade are targeted for summer school. When registering:

- Students in elementary and middle school grades must be accompanied by their parent/guardian
- The individualized application form should contain the latest standardized test scores, if available.

High School Programs:

The High School Credit Accumulation and Regents Preparation Programs are for qualifying high school students who need to acquire additional credits and/or take Regents exams in order to graduate on time.

- High School students, including those registering for a Regents examination only, must bring their individualized application signed by a parent or caregiver (except for students who are emancipated).
- High school students do not need to be accompanied by a parent.

Registration:

Students must register using the enclosed application. Please duplicate applications as needed but do not use application forms from prior years. This application requires a District Borough Number (DBN) (on upper left hand corner of this letter). Students will not be permitted to register without the individualized application form containing your school’s DBN number and your signature. This DBN number will be used to prepare and mail summer school results to schools.

Key Dates:

First possible start date (All Schools)	Thursday, July 5 th
Last Instructional Day (Elementary/Middle)	Thursday, August 9 th
Last Instructional Day (High School)	Wednesday, August 15 th
Regents Testing (High School)	Thursday, August 16 th Friday, August 17 th

Questions pertaining to this process should be directed to the Charter Schools Office via email at charterschools@schools.nyc.gov .



2018 SUMMER SCHOOL INSTRUCTIONAL APPLICATION FOR CHARTER SCHOOL STUDENTS (GRADES 3-12)

To be completed by the sending charter school. Parents of elementary & middle school students must accompany student to registration at NYC Public Schools. Complete one form for each student. (NOTE: Form will not be accepted by the NYC Public School without a DBN)

SCHOOL INFORMATION:

SCHOOL NAME:		DBN #:
SCHOOL ADDRESS:	CITY/STATE/ZIP:	
PRINCIPAL/DIRECTOR NAME:	SCHOOL TEL. #	

STUDENT AND PARENT/GUARDIAN CONTACT INFORMATION:

STUDENT LAST NAME:	STUDENT FIRST NAME:
DATE OF BIRTH:	NYC OSIS #:
HOME ADDRESS:	CITY/STATE/ZIP:
PARENT/GUARDIAN NAME:	RELATIONSHIP:
HOME TEL. #:	WORK/EMERGENCY TEL. #:
CURRENT GRADE (SCHOOL YEAR ENDING JUNE 2018):	ANTICIPATED GRADE (SEPTEMBER 2018):

TO BE COMPLETED FOR STUDENTS IN ELEMENTARY OR MIDDLE SCHOOLS ONLY.

THE ABOVE-REFERENCED STUDENT IS "AT SERIOUS ACADEMIC RISK IN THE FOLLOWING AREA(S)":	
<input type="checkbox"/> ENGLISH LANGUAGE ARTS/READING	SPRING 2018 ELA/READING SCORE:
<input type="checkbox"/> MATHEMATICS	SPRING 2018 MATHEMATICS SCORE:

TO BE COMPLETED FOR STUDENTS IN HIGH SCHOOL ONLY.

THE ABOVE-REFERENCED STUDENT SHOULD REGISTER FOR THE FOLLOWING HIGH SCHOOL COURSE(S) AND/OR REGENTS EXAMINATION(S)*:	
<input type="checkbox"/> HIGH SCHOOL CORE COURSE:	<input type="checkbox"/> HIGH SCHOOL CORE COURSE:

***NOTE: REGENTS EXAMINATIONS WILL BE HELD ON THURSDAY, AUGUST 16, AND FRIDAY, AUGUST 17, 2018.**

<input type="checkbox"/> NEW YORK STATE REGENTS EXAMINATION – SUBJECT:
<input type="checkbox"/> NEW YORK STATE REGENTS EXAMINATION – SUBJECT:

Registration Information:

Charter school parents should contact schools to determine the actual start and end dates of their summer school programs. In accordance to NYCDOE policy, students will be accommodated on a "space-available" basis. Enrollment in the summer school program is a local decision made at the school level based on space and course availability. Refer to the cover letter for detailed information pertaining to the 2018 Summer School Instructional Program. Information about summer school locations is available at the Department of Education's [Summer School Website](#).

Certification:

I hereby certify that the courses described above will allow the student to either graduate from school or advance to the next grade.

Charter School Principal's Name

Principal's Signature

Date

Parent/Guardian and student agree to abide by all relevant NYCDOE Rules and Regulations.

Parent/Guardian Signature

Date

Student Signature (High school only)

Date