



1 STUDENT INFORMATION

Student ID # Student Name Date of Birth Gender

Current Grade Current School

Current HS Program offer

Please read instructions on the back of this form before completing Sections 2, 3 and 4.

2 APPEAL REASON Check one reason only.

- Travel Hardship for Student, Medical Issues (Documentation required), Zoned School, Special Education Requirement, Safety Issues (Documentation required), Remain in Current School, ELL Requirement, Data Entry Error (Documentation required), Transfer School Requested, Accessible Site Requirement

3 STATE THE REASON FOR THE APPEAL Please limit comments to space provided below.

Large empty text area for stating the reason for the appeal.

4 I AM REQUESTING MY CHILD BE GRANTED ONE OF THE FOLLOWING PROGRAMS

Please list up to three programs in your priority order.

Three rows of input fields for listing program choices: First Choice, Second Choice, Third Choice, each with a corresponding Program/School Name field.

If the appeal is granted but the choices above do not have seat availability, I request one of the following:

- My child keeps the program to which s/he is currently matched.
My child gives up the program to which s/he is currently matched and is assigned to any program not listed above with available seats. Programs never listed on your child's application will be considered.

Student Signature Date

Parent/Guardian Name (print) Parent/Guardian Signature Date

I certify that this form is complete along with appropriate documentation.

## 2016 HIGH SCHOOL APPEAL INSTRUCTIONS

Please discuss any issues concerning your child's high school offer with their guidance counselor before deciding to file an appeal. If you still wish to file an appeal, submit this completed form to your guidance counselor by **Friday, May 13, 2016**. Appeal results will be distributed to guidance counselors in June.

### Important Appeals Information

- ▶ Only students who have already received an offer may submit an Appeal Form. If you currently do not have an offer, speak with your guidance counselor.
- ▶ You may only file **one** Appeal Form, and all sections of the form must be completed.
- ▶ We will not consider an appeal submitted to change placement to a sibling's school.
- ▶ Appeals are considered for a limited number of circumstances. Your child's appeal will be reviewed and every consideration will be extended. The following are reasons for filing an appeal:

### Travel Hardship for Student

An appeal may be granted if your home address or the location of the high school offer has changed since the offer was made and the commute from home to school is 75 minutes or greater or otherwise inaccessible by public transportation (i.e. more than three changes).

- ▶ If your home address has changed, report this to your current school. For public school students, your current school must enter the new address in the NYCDOE Automate the School (ATS) system.
- ▶ Use the MTA's website at [www.mta.info](http://www.mta.info) to determine the travel time from your residence to the offered high school and include it in Section 3 of this form.

### Special Education Requirement

An appeal may be granted if your child is determined to be eligible for ASD Nest, ASD Horizon, Academic, Career, and Essential Skills (ACES) Programs for students with intellectual disability; IEP mandated for Bilingual Special Education (BSE); or recommended to receive their special education supports and services in a District 75 specialized school.

### ELL Requirement

If your child is an English Language Learner (ELL) and/or has recently arrived in New York City, your child may be eligible for placement in a school with an ELL program or a school for new arrivals with available seats.

### Accessible Site Requirement

An appeal may be granted if you or your child have a documented physical impairment that would require an accessible school, and your child's high school placement is not accessible.

### Medical Issues

An appeal may be granted if your child has a documented medical condition that requires a change of their high school placement. Please be prepared to provide all appropriate medical documentation. Examples of acceptable documents are a doctor's note or letter from a treatment facility.

### Safety Issues

An appeal may be granted if your child cannot attend the high school offer due to a personal safety condition. Appropriate documentation that supports the allegations must be available upon request, such as a police report, a court order, orders of protection, or a letter from your lawyer.

### Data Entry Error

An appeal may be granted if data was incorrectly transcribed from the high school application to SEMS (Student Enrollment Management System). Appropriate documentation that supports the allegation must be available upon request.

### Zoned School

An appeal may be granted if your child received an offer but would now like to attend their zoned school for September.

### Remain In Current School

An appeal may be granted if your child received an offer but would now like to remain their current school for September.

### Transfer School Requested

An appeal may be granted if your child is interested in attending one of the six transfer schools that are new to high school admissions. Transfer Schools are small, academically rigorous high schools with strong individualized support programs designed for students who find themselves off traditional timelines toward high school graduation. Student ages range from 15 through 21.

- ▶ Crotona Academy High School (program code L70A)
- ▶ W.E. B. Dubois Academic High School (program code L71A)
- ▶ Liberation Diploma Plus (program code L72A)
- ▶ Professional Pathways High School (program code L73A)
- ▶ Metropolitan Diploma Plus High School (program code L74A)
- ▶ Independence High School (program code L75A)