May 15th 2017.

Dear 8th Grade Families,

We have just received notice that **Round 2 High School** results as well as **appeal forms** are now available. Students who wish to appeal their high school matches must submit the High School Match Appeal Form to their School Counselor by **Friday, May 19st.** Students may pick up the forms outside my office in room 332D. Appeal results are expected to be available for distribution sometime in June. Please see below for DOE requirements for submitting an appeal.

Best,

Star

**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:

**1. Travel Hardship for Studen**t If a child has moved and the commute for his/her matched school is now 75 or more minutes and/or requires 3 or moremodes of transportation.

**2. Special Education Requirement**

**3. English Language Learner (ELL) Requirement**

**4. Accessible Site Requirement**

**5. Medical Issues**-Child has a documented medical condition that requires a change of their matched school.

**6. Safety Issues** -Child cannot attend the school to which the child was matched due to a personal safety condition. Family has submitted appropriate documentation to the counselor, who has forwarded to HSEnrollment@schools.nyc.gov. Examples of acceptable documents: • Police reports • Court orders • Orders of protections • Lawyer letter

Students may appeal a high school offer for reasons related to their gender identity, including transgender students and students who are transitioning. Such situations will be handled on a case-by-case basis. No documentation is required

**7. Data Entry Error**  Data was incorrectly transcribed from the high school application to SEMS. Signed application that supports the allegation must be forwarded to HSEnrollment@schools.nyc.gov.

**8. Zoned School:**Child has a zoned high school and prefers to attend.

**9. Remain in Current School**

**10. Student in Temporary Housing / Foster Care** Students who are in a temporary housing situation and students in foster care where there has been a change in home address since the time of submitting the application or receiving the offer, or a change in home address is pending or anticipated, or the student is experiencing a hardship as a result of their current offer.

**How are Appeals decisions made?**

All Appeals decisions are made by a Committee from the Office of Student Enrollment. If the Appeal reason is valid and any necessary supporting documentation has been submitted, then the following factors are taken into consideration:

 Review of the student’s academic record as it pertains to the selection criteria for screened or audition programs

 Student’s eligibility for the programs selected

 Seat availability

 Review of the programs to which the student applied in previous rounds and whether or not the student may already have been ranked or otherwise considered by that program. Programs listed higher on the student’s Round 1 and/or Round 2 application(s) than the program the student matched to should not be included on the Appeal Form unless the medical/safety documentation warrants further review.

 Parent’s/guardian’s decision in Section 3 of the Appeal Form. One of these must be checked:

 θ My child keeps the program to which s/he is currently matched.

θ 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. The decision of the Appeals Committee is considered final and the program specified in the Appeals letters is the program the student is expected to attend in September. Students who are first time 9th grade students in September may participate again in the high school admissions process to seek a new high school placement for 10th grade.