

2019 High School Admissions: Guidelines for Filing an Appeal

Appeals forms are available starting in May when Round 2 results are released. Completed Appeal Forms are due to counselors in late May. The High School Admissions Team will communicate the exact date to school counselors in May. School counselors have approximately one week to enter Appeals into MySchools (school.myschools.nyc). Only school staff can enter appeals into MySchools. Families must complete an appeals form and submit it to their school counselor if they want to file an appeal.

Students who can submit an Appeal must meet both of these requirements:

1. Have a Round 1 or Round 2 offer.
2. The Appeal reason must be one of the valid reasons listed below.

Counselors should note:

- ▶ The valid Appeal reasons outlined below are broad categories. Submitting an Appeal under one of the categories does not necessarily guarantee that an Appeal will be granted. All Appeals are subject to individual review.
- ▶ Submitting invalid Appeals (see below) are discouraged, but the Appeal may be submitted if the parent insists.
- ▶ Translated versions of the Appeal Form will be available at the same time the English version becomes available in MySchools (school.myschools.nyc).

Invalid reasons for an Appeal

- ▶ Child received a Round 1 offer and a Round 2 offer. The child now wants their Round 1 offer back. This is not a valid Appeal reason. Student need not submit an Appeal as it will be denied.
- ▶ Child wants to be re-considered for programs they already applied to and were not offered.
- ▶ Child wants to appeal for a Specialized High School.

Valid reasons for submitting an Appeal

1. Travel Hardship for Student:
 - ▶ If a child has moved and the commute for their matched school is now 75 or more minutes and/or requires more than 3 transfers on public transportation. **Note: address must be updated in ATS to be considered for this Appeal reason.**
 - ▶ If the matched school location has moved, creating a travel hardship of 75 or more minutes commute and/or requiring more than 3 transfers on public transportation. Use www.mta.info to include details in Section 4 of the Appeal Form.
2. Special Education Requirement:
Child is determined eligible for one of the following specialized programs that is not offered at the matched school:
 - ASD Nest
 - ASD Horizon
 - IEP-mandated Bilingual Special Education (BSE)
 - ACES (Academic, Career, and Essential Skills) Programs
 - District 75 Program
3. English Language Learner (ELL) Requirement:
 - ▶ Child is an English Language Learner (ELL) and/or has recently arrived in New York City, and may be eligible for placement in a school with a specific ELL program or a school for new arrivals with available seats.
4. Accessible Site Requirement:
Parent/guardian or child has a documented physical impairment that would require an accessible school, and the child's high school placement is not in an accessible building.
5. Medical Issues:
 - ▶ Child has a documented medical condition that requires a change of their matched school.
 - ▶ Family has submitted appropriate documentation to the counselor, who has forwarded to HSEnrollment@schools.nyc.gov.
Examples of acceptable documents: • Doctor's note • Letter from treatment facility
6. Safety Issues (continues onto next page):
 - ▶ 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. Note also that safety incidents must be entered into OORS by school. **Examples of acceptable documents are listed below.**
 - Police reports
 - Court orders
 - Orders of protections
 - Lawyer letter
 - ▶ Child is claiming bullying or harassment at the current school, and the alleged assailant is set to attend the same assigned high school, and the child (victim) does not have the safety transfer documentation listed above. List details and comments in the Counselor Comments. If a family or student does not wish to discuss the situation with you, please direct them to a Family Welcome Center, which is open throughout the summer.
 - ▶ 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. When

counseling families, be sure to review and share the NYCDOE's Transgender and Gender Nonconforming Student Guidelines, available here: <https://www.schools.nyc.gov/school-life/policies-for-all/transgender-and-gender-nonconforming-student-guidelines>, and add your detail in the Counselor Comments.

7. Data Entry Error:
 - ▶ Data was incorrectly transcribed from a printed high school application worksheet, as submitted to the school counselors during the application period, into MySchools.
 - ▶ The signed, printed application worksheet that supports the allegation must be forwarded to HSEnrollment@schools.nyc.gov.
 - ▶ If counselor error, counselor must indicate in the Counselor Comments.
8. Zoned School: Child has a zoned high school and prefers to attend.
9. Remain in Current School:
 - ▶ Current 8th grade students: child received a match offer but would now like to remain in their current school that continues through grade 12 for September 2018.
 - ▶ Current 9th grade students: submitting an Appeal Form is not necessary for current 9th grade students to remain in their current school: indicate this on the Opt-Out/RCS column in MySchools.
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.

Programs on the Appeal Form

- ▶ Students can list any of the programs in the High School Directory, except the nine Specialized High Schools. Students should be thoughtful of selections made, taking into consideration eligibility for each program, program priorities, and the Appeals decisions factors listed above.
- ▶ There is no program list of eligible seats for Appeals. All programs (except for the Specialized High Schools) are potential options for an Appeal and seat availability is not published. Appeals decisions take into account all the factors listed below.
- ▶ In some cases, students indicate on their Appeal Forms that they are willing to give up their current match for any program with availability when one of the requested programs on the Appeal Form that cannot be granted. The Office of Student Enrollment may match the student to a program other than one of the three choices. This determination takes into consideration the choices the student made in previous rounds of the admissions process, the student's address, student interests, travel time, and seat availability.

Appeal Decision Factors

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:

- ▶ 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.
- ▶ When an Appeal is not granted, the student is expected to attend the high school program to which the student was matched.
- ▶ Parent's/guardian's decision in Section 3 of the Appeal Form. One of these must be checked:
 - ☐ 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.

Note: Appeals that request screened or audition programs that the student applied to previously are generally not valid. Therefore, the committee will not review the student's academic record as it pertains to the selection criteria for screened or audition programs.

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. If a family misses the Appeals application deadline, enrolls in your 8th grade after the deadline, or is dissatisfied with the Appeals results, please direct them to the Family Welcome Center throughout the summer. They should not wait until September to discuss their placement.