

District 3 Rezoning: Transfer Process

To ensure all interested families have an equal opportunity to transfer to their new zoned school, the Office of Student Enrollment will implement a process to collect transfer requests and extend offers centrally through random lottery. The timeline for the transfer process will be:

Timeline	Action
First Week of March	Families of current K-4 grades students who have a new zoned school will receive a communication from Office of Student Enrollment.
April 7, 2017	Deadline for families to indicate interest in transferring to their new zoned school.
Early May	Families receive decision letters from the NYCDOE.
May 26, 2017	Deadline for families to accept offer and pre-register at offered school.

Frequently Asked Questions:

- **How can I apply for a transfer?**
 - In March, all eligible families will receive notification via mail from the Office of Student Enrollment. Interested families will be asked to visit a Family Welcome Center or call 718-935-2009 to opt in to the transfer process.
- **How will offers be made?**
 - This transfer process will **not** be first-come, first-served. Any transfer request we receive by the April deadline will be processed the same, and offers will be made through a random lottery.
 - All transfer offers will be made in accordance with Chancellor's Regulation A-101.
 - If there are more newly zoned students than seats available at the school, offers will be made to siblings first and then randomly to other newly zoned students.
- **Will my child receive sibling priority?**
 - Those with siblings enrolled or pre-registered in grades K-5 for the 2017-18 school year during the transfer request period will receive sibling priority.
 - If your younger child has accepted their kindergarten offer and pre-registered at the school, your older child will receive sibling priority during the transfer process.
 - Incoming kindergarten students will not be granted sibling priority until their older sibling has pre-registered or is enrolled at the school. Should an incoming kindergarten student be on a zoned kindergarten waitlist, their priority group will change once the older sibling pre-registers in the spring.
 - Families with younger children pre-registered in pre-K for the 2017-18 school year will not receive sibling priority.
- **How will waitlists work?**
 - Any family who requests a transfer that does not receive an offer will be placed on a waitlist.
 - Waitlists will be managed by schools in the summer and early fall. They will extend offers based on the waitlist order provided by the Office of Student Enrollment to fill any available seats.
- **What if I move after the April deadline?**
 - If you move in May, please reach out the Office of Student Enrollment to be placed on the waitlist at your new zoned school.
 - Starting in June, families who move should reach out directly to their new zoned school. They will either be registered for the fall or added to the bottom of the waitlist if one exists for their child's grade. Any family that remains on the waitlist by the start of school may remain at their current school. Families new to district will receive an alternate placement in District 3.

Please contact the Office of Student Enrollment with any questions:

- **Email:** SEEnrollment@schools.nyc.gov
- **Phone:** 718-935-2009
- **Family Welcome Center:** 388 West 125th Street, 7th Floor