

Spring 2020 Kindergarten Pre-Registration Guidance for Schools

OFFICE OF STUDENT ENROLLMENT

APRIL 2020

Background:

The current health crisis impacts schools' ability to pre-register Kindergarten students who are admitted for the 2020-2021 school year in the same ways they have in the past. This document outlines options that schools can choose from to begin the pre-registration process this spring, and guidelines for registration this fall.

This document includes:

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As schools develop a process for this pre-registration this spring based on the guidance in this document, please refer to the **Guidance for Sharing Student Records with Families During Remote Learning:**



Guidance for Sharing
Student Records with

Throughout the pre-registration process, we ask that schools be flexible with families, working individually with families to develop a plan on how they can complete the registration process throughout the spring and fall.

Thank you again for your service to families during this unparalleled time. We know how hard schools are working to ensure that families and students are getting the learning and support they need, and we in turn are as committed to supporting schools.

Purpose of Pre-Registration:

Pre-registration allows schools to:

- ✓ Understand which admitted students are attending your school for the next school year
- ✓ Collect registration documentation from families
- ✓ Begin residency verification
- ✓ Begin programming students

This guidance is meant to provide schools with options on how to conduct pre-registration and registration for the 2020-2021 school year for new Kindergarten students.

Pre-Registration Process:

Pre-registration will begin this spring for those families who can and registration will continue for all families when buildings re-open.

To get the pre-registration process started, schools will be able to do the following:

Spring 2020:

Schools may choose one of the pre-registration options below. We ask that schools be flexible and work with families throughout the spring and fall on an individual basis as needed to fulfill registration requirements.

Option 1: Email

Option 2: Online Survey

Option 1: Email

Note: Schools that choose this option must use a DOE email address. Schools should also have an in-person registration process in the fall for families who are not able to complete pre-registration via email, and to collect remaining documentation from families. Please see the "[Fall 2020](#)" section for additional details on in-person registration.

1. School selects point person for pre-registration, including the DOE email address that will be used for collecting documentation. Please refer to **Guidance for Sharing Student Records with Families During Remote Learning**.
2. School emails families with email addresses to let them know that they can "pre-register" via email by completing and sending attachments of the following:
 - a. Student Registration Form
 - b. Emergency Contact Card ("blue card")
 - c. Home Language Identification Survey (HLIS)
 - i. Send only page 2 of the HLIS to families
 - ii. **This should not be signed by the parent at this time, as this is an informal process in order to obtain a provisional home language for the student.**
 - iii. When schools return, a certified pedagogue must meet with the family in order to complete the HLIS in its entirety (including page 1). This includes the informal interview with the student, and obtaining a signature from the parent.
 - iv. Enter the provisional home language code as determined by the informal HLIS into ATS. It should accurately reflect the outcome of the information capture in the HLIS. A certified pedagogue trained in the ELL identification process can be consulted. Should this information require updating, the process for home language code changes can be followed in Fall 2020.
 - d. Proof of Age (e.g. scan/take picture of birth certificate)
 - e. Proof of Residency (e.g. scan/take pictures of proofs of residency)
 - f. Immunization Record

3. School calls families who do not have email addresses to:
 - a. Get an email address, if possible, and send same email
 - b. If family is not able to complete process electronically:
 - i. Ask whether the student is planning to attend in the fall and confirm in MySchools as “accepted”
 - ii. Let family know that they will need to bring or complete the following for the first day of school:
 1. Student Registration Form
 2. Emergency Contact Form
 - iii. Let family know that they will be scheduled to come into the school in September to complete and submit the following documentation:
 1. Proof of Age (e.g. scan/take picture of birth certificate)
 2. Proof of Residency (e.g. scan/take pictures of 3 proofs of residency)
 3. Immunization Record
 4. Any other documentation, including the Home Language Identification Survey
4. Please plan for all students whose families respond in some way confirming that they plan to attend (including via MySchools as “accepting offer” or by phone), even if they do not pre-register via email this spring.

Option 2: Online Survey

1. School creates an online survey (e.g. Google Form using DOE Google account) asking the same questions on the Student Registration Form, Emergency Contact Form, and Home Language Identification Survey¹ (only page 2).
2. School emails families with survey link
 - a. Request that families complete the survey
 - b. Inform families that they will also be scheduled to come into the school in September to submit remaining documentation, including:
 - i. Proof of Age
 - ii. Proof of Residency
 - iii. Immunization Record
3. School calls families who do not have email addresses to:
 - a. Get an email address, if possible, and send same email with survey
 - b. If family is not able to complete survey:
 - i. Ask whether the student is planning to attend in the fall and confirm in MySchools as “accepted”
 - ii. If school capacity allows, administer survey over the phone
 - iii. Let family know that they will be scheduled to come into the school in September to submit remaining documentation, including:
 1. Proof of Age
 2. Proof of Residency
 3. Immunization Record
4. Please plan for all students whose families respond in some way confirming that they plan to attend (including via MySchools as “accepting offer” or by phone), even if they do not pre-register via email this spring.

¹ Note: This is an informal process in order to obtain a provisional home language for the student. When schools return, a certified pedagogue must meet with the family in order to complete the HLIS in its entirety (including page 1). This includes the informal interview with the student, and obtaining a signature from the parent. Enter the provisional home language code as determined by the informal HLIS into ATS. It should accurately reflect the outcome of the information capture in the HLIS. A certified pedagogue trained in the ELL identification process can be consulted. Should this information require updating, the process for home language code changes can be followed in Fall 2020.

Fall 2020

Note: Schools should feel free to space out their registration process this fall or when schools return to their buildings. For example, if schools return in late August, schools can space out remaining registration processes for families in late August and throughout September by scheduling families to complete registration throughout the month. The current registration policies governed by A-101 allow for this flexibility through “provisional registration.”

1. All schools contact remaining families to let them know that they should submit or complete the following documentation on the first day of school if they have not already done so in the spring:
 - a. Student Registration Form
 - b. Emergency Contact Form
2. Schools schedule registration appointments throughout the end of August and the month of September for families to provide any remaining documentation, including:
 - a. Proof of Age
 - b. Proof of Residence
 - c. Immunization Record
 - d. Any other documentation, including Home Language Identification Survey
3. Students who are scheduled to complete registration later in the month should be “provisionally registered” in ATS, and served.
 - a. This fall, schools should not provide families with a provisional registration notice unless they have reason to believe that an address investigation is warranted.

Special Populations:

“Turning 5” Process for Students with Disabilities

In early May, you will begin receiving regular emails from T5CaseManagement@schools.nyc.gov with updated lists of your incoming Turning 5 students (and their recommended special education programs and related services). These emails outline the following next-steps and best practices in preparation for the 2020–21 school year. You should forward the emails from T5CaseManagement to your Turning 5 designee as well as to your parent coordinator, pupil accounting secretary, and school staff who will serve on IEP teams for these students in the upcoming school year.

You and your staff should prepare to welcome and register every student who received a school location letter that lists your school for placement. Additional information on how you and your staff should begin planning to implement Turning 5 students’ IEPs in the fall will be shared in an upcoming Principals Digest.

Home Language Identification Survey Process

During pre-registration and registration, schools are required to capture a home language for the student.

This spring, to get the process started, please do the following:

- Send only page 2 of the HLIS.
- **This should not be signed by the parent at this time, as this is an informal process in order to obtain a provisional home language for the student.**
- When schools return, a certified pedagogue must meet with the family in order to complete the HLIS in its entirety (including page 1). This includes the informal interview with the student, and obtaining a signature from the parent.
- Enter the provisional home language code as determined by the informal HLIS into ATS. It should accurately reflect the outcome of the information capture in the HLIS. A certified pedagogue trained in the ELL identification process can be consulted. Should this information require updating, the process for home language code changes can be followed in Fall 2020.

Tips to Get Started:

Here are some tips on which families may be most prepared to pre-register electronically this spring:

- Many current Pre-K students were provided with devices. If you are thinking about who to start pre-registration with this spring, we recommend reaching out to families with students who are currently in Pre-K, as they are likely to have devices and may be more readily able to begin this process.
- Students who are also more likely to be able to start this process this spring are:
 - Families who have indicated in MySchools that they are “accepting” their offer
 - Families with email addresses in MySchool

Schools should be flexible with families. This may mean that schools with waitlists will not be able to use them as early as they have in the past as they gather information about the status of each family who currently has an offer.

Here’s How We Can Help!

To support schools, the Office of Student Enrollment will do the following:

1. Create fillable PDFs for all of the forms that parents need to complete for registration (see [Timeline](#) below)
2. Reach out to families over the summer to remind them where they can access forms, with reminders to complete them for the first day of school if they have not already.
3. Answer your questions directly or connect you with relevant offices for any of your questions. Just email us at es_enrollment@schools.nyc.gov

Timeline

Here is how you can schedule your pre-registration for this spring, and when you can expect to get updated fillable forms to support you throughout this process:

Timeline:	Process Step:
Week of April 27	<ul style="list-style-type: none"><input type="checkbox"/> School decides whether they want to collect information through Option 1: Email or Option 2: Online Survey<ul style="list-style-type: none">▪ If Option 1, school decides who will manage this process and which DOE email address to use for pre-registration▪ If Option 2, school creates online survey (e.g. Google form using strongschools.nyc accounts)<input type="checkbox"/> School begins to organize family outreach plan for pre-registration
Week of May 4	<ul style="list-style-type: none"><input type="checkbox"/> Schools receive following forms as fillable PDFs:<ul style="list-style-type: none">✓ Student Registration Form✓ Emergency Contact Form✓ Home Language Identification Survey<input type="checkbox"/> Schools begin pre-registration outreach to families
Week of May 10	<ul style="list-style-type: none"><input type="checkbox"/> Schools receive the following forms as fillable PDFs:<ul style="list-style-type: none">✓ Parent Ethnicity Survey✓ Housing Questionnaire✓ Non-Parent Affidavit✓ Parent Affidavit✓ Parent Affidavit of Residency<input type="checkbox"/> Schools continue pre-registration process
Beginning of June	<ul style="list-style-type: none"><input type="checkbox"/> Schools will receive the following form as a fillable PDF:

	<ul style="list-style-type: none"> ✓ Student Cumulative Record Jacket <input type="checkbox"/> Schools begin developing plan to continue registration in fall
End of June	<ul style="list-style-type: none"> <input type="checkbox"/> Schools will receive the following forms as fillable PDFs: <ul style="list-style-type: none"> ✓ Student Discharges ✓ Multilingual Learners Parent Survey and Program Agreement Form ✓ Provisional Admission Form ✓ Third Party Statement of Residency <input type="checkbox"/> Schools complete plan to continue registration in fall
By First Day of School	<ul style="list-style-type: none"> <input type="checkbox"/> Schools will receive the following form as a fillable PDF: <ul style="list-style-type: none"> ✓ MLL ELL Entitlement / Parent Notification Letters