



THE CITYWIDE COUNCIL ON HIGH SCHOOLS
THE NEW YORK CITY DEPARTMENT OF EDUCATION

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December 08, 2017

RE: CAPITAL PLAN SUBMISSIONS FOR HIGH SCHOOLS

The School Construction Authority (SCA) has released the latest amendment to the **Department of Education's 2015-2019 Five Year CAPITAL PLAN.**

THE PUBLIC PRESENTATION WILL BE HELD ON:

**MONDAY, DECEMBER 11, 2017 at 6:30pm AT TWEED COURTHOUSE,
LOCATED AT: 52 CHAMBERS STREET – 2ND FL. CONF. ROOM, NEW YORK, NY 10007
RSVP BY December 8 to: [Capital Plan presentation](#)**

As part of that effort, **please send us your school's top five (5) repair and/or construction needs** so we can submit them to the SCA for consideration. Please try to differentiate between items that are short-term (*paid out of the expense budget*) and long-term (*paid out of the capital budget*).

Attached is the Community Education Council (CEC) Request Form for the CCHS. There is a worksheet for each borough. This form will be used to submit your requests to improve and maintain existing and new school structures. All requests for high schools must be submitted through the CCHS. The SCA will not accept individual requests from a school.

Please submit your completed form via e-mail to cchscapitalplan@gmail.com no later than December 22, 2017.

Please include the name of the school and school number in the subject. (example: August Martin (Q400))

You may access the proposed amendment of Capital Plan projects here:

<http://www.nycsca.org/Community/CapitalPlanManagementReportsData/Pages/CapitalPlan.aspx>

Regards
CCHS Capital Plan Committee