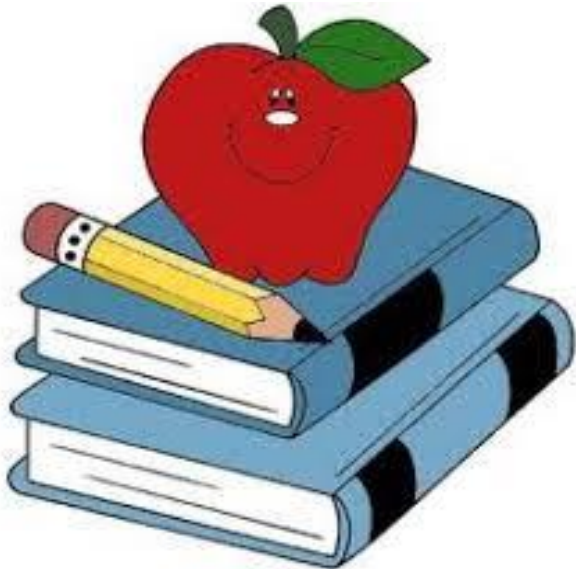


# Welcome To Our Middle School Admissions Workshop



**Jana Klein, School Counselor**  
**Mario Arciniega, Parent Coordinator**



[Schools.nyc.gov/Middle](https://schools.nyc.gov/Middle)

# Key Dates

<b>Late-October</b>	Welcome Letters will be mailed to all families
<b>October 26</b>	Middle School application opens in MySchools!
<b>December 1</b>	Deadline to apply to middle school
<b>April</b>	Middle School offers available and waitlists open
<b>Mid-September</b>	Waitlists close

# What are the updates to admissions?

## Screened Programs

- Superintendents engaged with their school communities around academic screens.
- The following schools have been approved to add **ONE** 6<sup>th</sup> grade Central screened program class:
  - [25Q025 - I.S. 025 Adrien Block](#), 34-65 192 STREET FLUSHING, NY 11358
  - [25Q164 - P.S. 164 Queens Valley](#), 138-01 77 AVENUE FLUSHING, NY 11367
  - [25Q189 - J.H.S. 189 Daniel Carter Beard](#), 144-80 BARCLAY AVENUE FLUSHING, NY
- Each of these three schools only added one class, so seats are limited. Any District 25 family who has a child that attends a district 25 elementary school, can choose to add any of these screened programs to their application alongside the other District 25 middle school options.
- Students will be selected for these screened programs using their final fourth-grade core course grades (ELA, Math, Science, Social Studies) only. There is no other criteria for screened programs. If a student applies to a screened program and doesn't match to a seat there, they will be considered for the other programs listed on their application. Families with questions about screened programs should call the Middle School directly.
- Middle school programs admitting students through the audition, talent test, language: criteria, or screened admissions methods will **not** have a sibling priority, as those programs have distinct criteria for admission.

## What is remaining the same?

- Other parts of the admissions process, including eligibility, and admissions priorities.

# How do we apply to NYC middle schools?

MIDDLE SCHOOL APPLICATION MYSCHOOLS VIDEO: <https://www.schools.nyc.gov/enrollment/enroll-grade-by-grade/middle-school>

The best way to apply is online at **MySchools.nyc**.

- Create an account with your personal email address.
- To add a student to your account, you will need:
  - Student ID (OSIS)
  - Account Creation Code

A Welcome Letter, as seen to the right with account creation Codes, were mailed home to all public school students last week. A copy was also backpacked home on Wednesday, 10/26/22.

- If you still need your letter:
  - Please email the School Counselor, Jana Klein at **[Jklein21@schools.nyc.gov](mailto:Jklein21@schools.nyc.gov)**

**Welcome!**


This year, your child will apply to middle school, and this letter will help you get started. Our team is here to support you and your child's current school with middle school admissions.

Your child can apply to up to 12 middle school programs with one personalized application. Throughout this process, you will use one website, **MySchools.nyc**. Please note that MySchools and your NYC Schools Account (NYCSA) are separate websites; you will use separate accounts to log in to each one:

- You'll use MySchools (**MySchools.nyc**) this year to explore middle school options, submit your child's application, receive your middle school offer, and get waitlist information.
- You'll use NYCSA (**MyStudent.nyc**) during each school year to see your child's grades, attendance, fitness results, and schedule, as well as get emergency alerts and school-specific updates.

**Right now, you can...**

1. **Sign up for our middle school admissions email list at [schools.nyc.gov/SignUp](https://schools.nyc.gov/SignUp).** We'll send you admissions tips and updates, including when the middle school application period will open and close.
2. **Set up your MySchools account at [MySchools.nyc](https://MySchools.nyc).** Here's how:
  - Click or tap "Get Started." Follow the on-screen instruction. Then check your email for a message from MySchools. In that email, click the link to access your MySchools account. *Once you've created a password, write it here for your reference: My password is \_\_\_\_\_.*
  - Click "Add a child" to connect your child to your account. On the next screen, enter your child's 9-digit student ID number (OSIS). You can find this ID number on their report card or request it from their current school.
  - Enter your child's unique MySchools Account Creation Code, shown below. (Not the same as your NYCSA code)

 **Your Account Creation Code: LDBBBJ**



# How do we apply to NYC middle schools?

**MySchools**

Parent Portal:

[MySchools.nyc](https://MySchools.nyc.gov)

**NYC** Department of  
Education



[schools.nyc.gov/Middle](https://schools.nyc.gov/Middle)

# MySchools – Parent Login

- Parents/guardians will need to create a MySchools account using their personal email addresses
- This is different than their **NYCSA** account which is used to see their child's grades, attendance and schedule.
- Families can use one MySchools account for all of their children, over multiple admissions cycles. This means if a family applied last year they can use the same account.



## Welcome!

Let's get started by setting up your MySchools account. It won't take long.

**Create your account:**

**This will be your login (or username)**

**Must be at least 8 characters.**

# MySchools – Parent Login

- After creating their MySchools account, parents/guardians may then add students to their account by entering their child's:
  - Student ID Number (OSIS)
  - Account Creation Code
- Please note, students can only be added to one parent/guardian MySchools account at a time.

## Student ID and Account Creation Code

Enter your child's Student ID Number and Account Creation Code below.

Student ID Number

The student identification (ID) is a nine-digit number printed on your child's report card.

Account Creation Code

The Account Creation Code is a six-letter code that can be found on the MySchools invitation letter you should have received in the mail or from your child's school. If you do not know it, please contact your school to obtain it.

[Next](#)

[Forget your ID or Code?](#)

# MySchools – Parent Login

- After a family adds a student, they will see their child's biographical information.
  - Student information comes from DOE systems (ATS, SESIS)
  - Academic information **will not** be available in MySchools.
- Families who need to update their home address will need to contact their elementary school.
- Once the address is updated in ATS, it will appear in MySchools the next day.

The screenshot shows the 'DASHBOARD' page for a parent. At the top, there is a blue navigation bar with 'DASHBOARD', 'Help', 'English', and 'My Account'. Below the navigation bar, the page title is 'DASHBOARD' followed by 'Student Name' and a link 'Delete Student Profile'. A message states: 'This is what we found. Does everything look correct? If not, please contact your school to update this information.' Below this, a vertical list of student information is shown, each item preceded by a blue checkmark in a circle:

- Student's name: First Last
- Student ID Number: 123456789
- Date of Birth: January 1, 2009
- Sex:
- Address: 52 Chambers Street, New York, NY 10007
- Borough: Manhattan
- District: DISTRICT 02

\*\*\* To change your address, please contact **Natalie Orozco**, Pupil Accounting Secretary by calling the main office. A utility bill showing a change of address will be needed.



# Where Can Students Apply?

**Students are eligible to apply to middle school in the district where they are zoned for middle school and, when different, the district where they attend elementary school.** *Zoned students have a priority to attend their zoned school. Access your zoned middle school at [Schoolsearch.schools.nyc](https://Schoolsearch.schools.nyc) or call 311.*

- When families apply to middle school, they are really applying to programs at those schools.
- Some schools have more than one program, such as a Boroughwide Dual Language program and a zoned program. Types of programs include:
  - **Zoned Programs:** Open to students who live in the geographic zone.
  - **District Programs:** Open to students who are zoned to or attend elementary school in that district.
  - **Boroughwide Programs:** Open to students who are zoned to or attend elementary school in that borough.
  - **Citywide Programs:** Open to all New York City residents.

# How do we apply to NYC middle schools?

Overview Search Mark Twain **Apply**

## Build Test's Application

Drag and drop programs to list them in your order of preference. Once you're happy with your list, click the "Next" button at the bottom to get ready to submit it.

1

New Explorations into Science, Technology & Math (01M539)

New Explorations into Science, Technology & Math (NEST+m)

Search for a program to add

### ★ Favorite Programs

New Explorations into Science, Technology & Math (01M539)

New Explorations into Science, Technology & Math (NEST+m)

Added!

Medgar Evers College Preparatory School (17K590)

Medgar Evers College Preparatory School

+ Add

Tag Young Scholars (04M012)

Talented and Gifted School for Young Scholars

+ Add

- List up to 12 programs on your application in your order of preference with your favorite program as #1
- Some schools may have multiple programs, such as a zone program and a Dual Language program. If a school has multiple programs, you may apply to more than one.
- Submit your application in MySchools by **Thursday, December 1**. After submitting you may still log back in and make changes up until the deadline.

# Learn About Schools

MySchools.nyc has information about every middle school you are interested in applying to such as elective classes, and languages offered.

## Academics

### ENGLISH LANGUAGE LEARNERS PROGRAMS

English as a New Language

### LANGUAGE COURSES

Spanish

### ACCELERATED CLASSES

Algebra I, Living Environment

## Activities

### ACTIVITIES

Art, Band, Book Club, Chess, Choir, Chorus, Coding, Creative Writing, Dance, Drama, Fitness, Gardening, Green Team, Guitar, Homework Help, Latin Dance, Leadership, Music, Musical Theater, Photography, Restorative Circles, School Newspaper, Science Club, Service Learning, STEM, Student Council, Talent Show, Technology, Theater, Urban Arts, Visual Arts, Yearbook

### SCHOOL SPORTS

Basketball, Dance, Flag Football, Running Club, Soccer

# Learn About Schools- MySchools Events Calendar

Find out if middle schools of interest, are hosting any in-person or virtual events.

- You will be able to see which schools are hosting open houses and school tours.
- Explore Citywide Admissions events.
- You can also **RSVP** to events you are interested in attending.
- Visit [MySchools.nyc/en/calendar/](https://MySchools.nyc/en/calendar/) to view Open House and School Tour information.

The screenshot shows the MySchools Event Calendar interface. A large orange banner in the top right corner reads "NEW THIS YEAR!". The page title is "MySchools Event Calendar". Below the title, there is a search bar labeled "Search by School Name" and a "Clear All" link. To the right of the search bar are navigation buttons for "<" and ">". Further right is the "Admission Events" section, which includes tabs for "List", "Month", "Week", and "Day", along with a calendar icon. The main content area displays a list of events for "Thu, 9/29/2022" and "Fri, 9/30/2022". Each event entry includes a time slot, a title, and an "Add to My Calendar" button. For example, on Thursday, 9/29/2022, there is a "Test Event (2505)" from 03:45PM to 05:45PM, and "A School Without Walls (33K960): Admission Extravaganza" from 05:00PM to 08:00PM. On Friday, 9/30/2022, there are several "Test Event" entries and a "MARTIN VAN BUREN HIGH SCHOOL (26Q435): Test Event for OLA" from 04:00PM to 05:00PM. The interface also features a left sidebar with filters for "Admission Process" (Early Learn, 3-K for All, Pre-K for All, Kindergarten, G&T Application, Middle School, High School, Specialized High School), "My Key Events" (Attending, Favorited Schools' Event), "Event Type" (Admission Process, General Announcements, Open House, School Tours), "Event Format" (Virtual, In Person (Accessible), In Person (Not Accessible)), "District", and "Borough". At the bottom right, it says "Displaying 10 of 1028 Total Events".

**MySchools Event Calendar**

Search by School Name [Clear All](#)

**Admission Events** [List](#) [Month](#) [Week](#) [Day](#)

**Thu, 9/29/2022**

03:45PM - 05:45PM	Test Event (2505)	<a href="#">Add to My Calendar</a>
05:00PM - 08:00PM	A School Without Walls (33K960): Admission Extravaganza	<a href="#">Add to My Calendar</a>
05:00PM - 08:00PM	A School Without Walls (33K960): Open House	<a href="#">Add to My Calendar</a>

**Fri, 9/30/2022**

09:45AM - 12:45PM	Test Event (2473)	<a href="#">Add to My Calendar</a>
12:15PM - 12:45PM	Test Event (2547)	<a href="#">Add to My Calendar</a>
03:00PM - 05:00PM	Test Event (2187)	<a href="#">Add to My Calendar</a>
04:00PM - 05:00PM	MARTIN VAN BUREN HIGH SCHOOL (26Q435): Test Event for OLA	<a href="#">Add to My Calendar</a>

**Sat, 10/1/2022**

09:00AM - 12:00PM	Test Event (2319)	<a href="#">Add to My Calendar</a>
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Displaying 10 of 1028 Total Events



# How should I complete my application?

- You should list up to twelve program choices in your **genuine, true order of preference**. Listing a program first on your application, **does not** guarantee that the student will receive an offer to that program. If you don't receive an offer to your first choice, you have the same chance of matching to your second choice as if it had been placed first, and so on.
- **Don't ONLY apply to high-demand schools.** If you are applying to high-demand middle schools, you should consider also applying to schools with average or lower demand.
- **If a student does not receive an offer to a program on their application**, they will receive an offer to a program with seat availability in their zoned district.
- **After applying to your favorite choices, consider adding some additional programs.** Adding programs to your application after your favorites does not lower your chance of matching to a top choice.

# MySchools: Apply to Programs

The screenshot displays the MySchools web application interface. At the top, a blue navigation bar contains the text "DASHBOARD /" on the left, "Help" with a dropdown arrow, and "English" with a language icon. Below this, a secondary navigation bar features four tabs: "Overview", "Search", "Schedule", and "Apply". The "Apply" tab is highlighted with a red circle and a blue arrow pointing to it. Below the navigation bar, there is a search bar with the placeholder text "Search by school name, interests, etc." and a magnifying glass icon. To the left of the search bar are four filter buttons: "Subway", "Size", "Sports", and "More Filters", each with a dropdown arrow. The main content area on the left lists schools and programs. The first entry is "47" The American Sign Language and English Secondary School, which includes a star icon, a red circle around a blue star icon, and the text "American Sign Language Studies Program". Below this is "Abraham Lincoln High School", which includes a star icon, a red circle around a blue star icon, and a list of programs: "Computer Science" and "Digital Media". On the right side of the interface is a map of New York City with several blue location pins. A red circle highlights a cluster of pins in the Manhattan area.

# MySchools: Application Submission

- Before submitting, families will have the opportunity to review their application choices.
- They must also, answer an accessibility question and certify that they are the legal parent/guardian of the applicant.
- After submitting, they will have the opportunity to update their application up until the application deadline.

## Confirm the information above, and follow the instructions below to submit.

By checking these boxes, I certify that:

- ☐ I am the legal parent/guardian of the student applicant. (required)
- ☐ The applicant and I live at the same address (as listed above). (required)
- ☐ I have read and understand the placement process, and I am authorized to submit this application on behalf of the applicant(s). (required)
- ☐ If any of the information in this application is not accurate, I understand my child's offer may change. (required)

Submit Application



# MySchools: Parent Confirmations



## Your application is submitted!

Congratulations, your middle school application for Test McTest was submitted on 12/ 22/ 2020 at 6:32AM. We've emailed you a confirmation. You can also print this page for your records.



# How do students get middle school offers?

- **Choices on the Application**

- The programs you include in your child's application AND the order in which they are placed

- **Seat Availability**

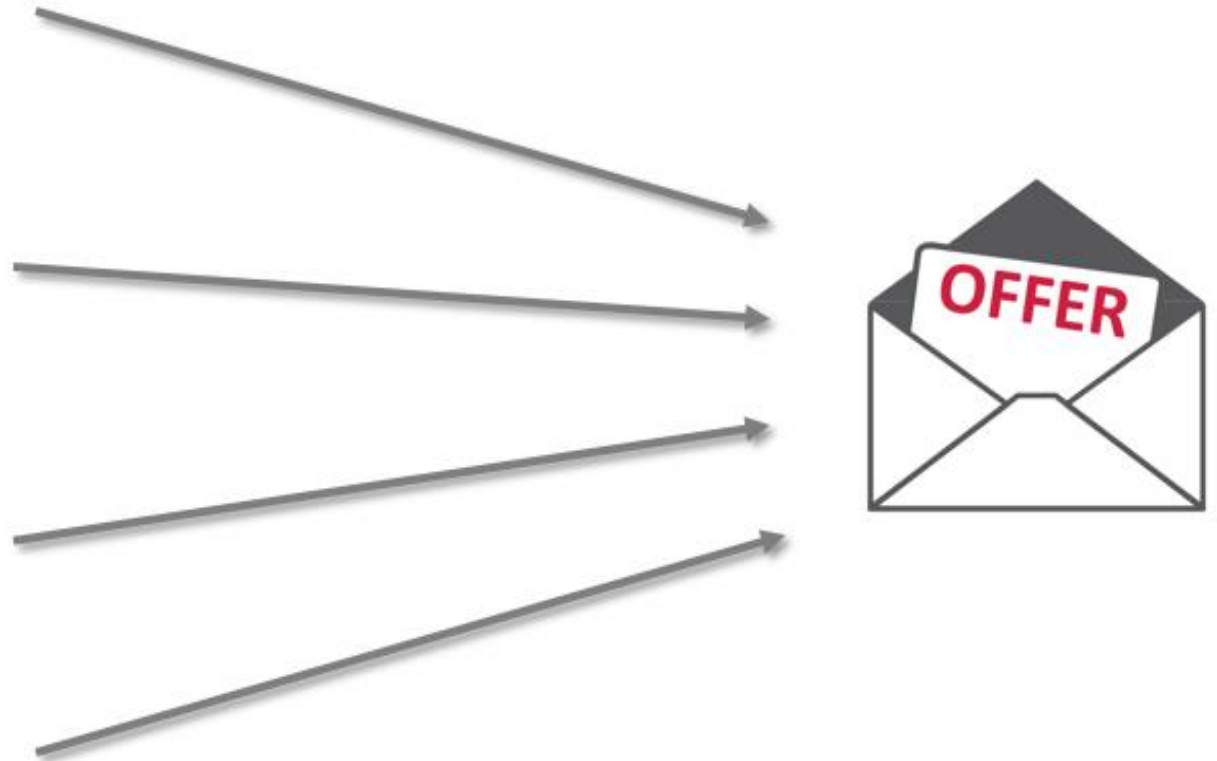
- The number of seats available for applicants

- **Admissions Priorities**

- The order in which groups of applicants are considered

- **Admissions Methods**

- How students are matched to seats



# How do students get middle school offers for Fall 2023?

**Seat Availability:** Each middle school program has a set number of seats.

- There are specific seats for general education students, and students with disabilities. Applications are automatically assigned to one group of seats based on the student's instructional program.
- The number of applicants and available seats from last year's process is in MySchools.
- If you are interested in applying to high-demand programs, you absolutely should! But, remember to add some additional programs that have an average level of demand.

High-demand programs have 4 or more applicants per seat

## Seats and Demand Last Year

General Education		Students With Disabilities	
7	Applications Per Seat	5	Applications Per Seat
71	Seats	19	Seats
512	Applicants	95	Applicants
All Seats Filled		All Seats Filled	

Average-demand programs have 3 or fewer applicants per seat

## Seats and Demand Last Year

General Education		Students With Disabilities	
3	Applications Per Seat	3	Applications Per Seat
250	Seats	60	Seats
831	Applicants	162	Applicants
All Seats Filled		All Seats Filled	

# Admissions Priorities

At some schools, students are considered in groups. All students in the first priority group will be considered first. If seats are available, students in the second priority group will be considered next, and so on.



## Admissions Priorities

1. Priority to zone students
2. Then to students and residents of the District

Example: A zoned program may have a priority for zoned students. This means that zoned students get offers before non-zoned students.

**TIP | You still have priority to a school even if it's not ranked first. This means you should rank programs you prefer to your zoned or continuing K-8 school ahead of your zoned or continuing K-8 school.**

# Priority for Siblings

Applicants have a priority to attend the same school as their sibling

- At schools where the final year is eighth grade,
  - Middle school applicants with siblings currently in sixth or seventh grade have priority to attend their sibling's school.
  - If the school has younger grades (for example, grades K-8), middle school applicants with siblings currently in kindergarten, first, second, third, fourth, or fifth, sixth, or seventh grade have priority to attend their sibling's school.
- At schools that continue through twelfth grade, middle school applicants with siblings currently in sixth, seventh, eighth, ninth, tenth, or eleventh grade have priority to attend their sibling's school.
- This priority includes any full-siblings, half-siblings, step-siblings or foster siblings who live in the same household as the middle school applicant.
- When submitting your application, you will be prompted to identify any sixth-grade siblings.

**REMINDER:** Middle school programs admitting students through the audition, language: criteria, or screened admissions methods do **not** have a sibling priority, as those programs have distinct criteria for admission.



# Priority for Multiples

- If you have more than one child the same age applying to middle school (ie., twins or triplets), you may choose to submit identical applications for each child, so they receive an offer to the same program.
- If you have multiple middle school applicants on your MySchools account, when submitting one application, you will be invited to automatically copy these choices to the other application(s).
- You don't need to make a school your first choice to keep your priority there.

**REMINDER** | If a family includes an audition, language: criteria, or screened program on their children's identical applications, and only one child is accepted to that program, then the children may receive separate offers.

# Admissions Methods

**An admissions method is the way a program considers applicants for available seats. These admissions methods do not see any academic information.**

- **Zoned**
  - Based on address
- **Open**
  - Random Selection

**This admissions method does see academic information.**

- **Screened**
  - School ranks students based on composite of their course grades from fourth-grade. Some schools may require an assessment. All admission methods will be available in MySchools when the application opens on October 26.

# Other admissions methods

Some middle school programs admit students using other admissions methods. These include:

- **Language: Criteria.** Dual language programs and international programs will select applicants using language data, such as home language and English language learning status.
- **Audition.** Arts programs may audition applicants virtually. Applicants will record or photograph their audition and upload the files into MySchools before the deadline of **Friday, December 9**. Learn more about auditions at **[schools.nyc.gov/MSAuditions](https://schools.nyc.gov/MSAuditions)** when the application opens on **October 26**.

## How to Apply to Mark Twain IS 239

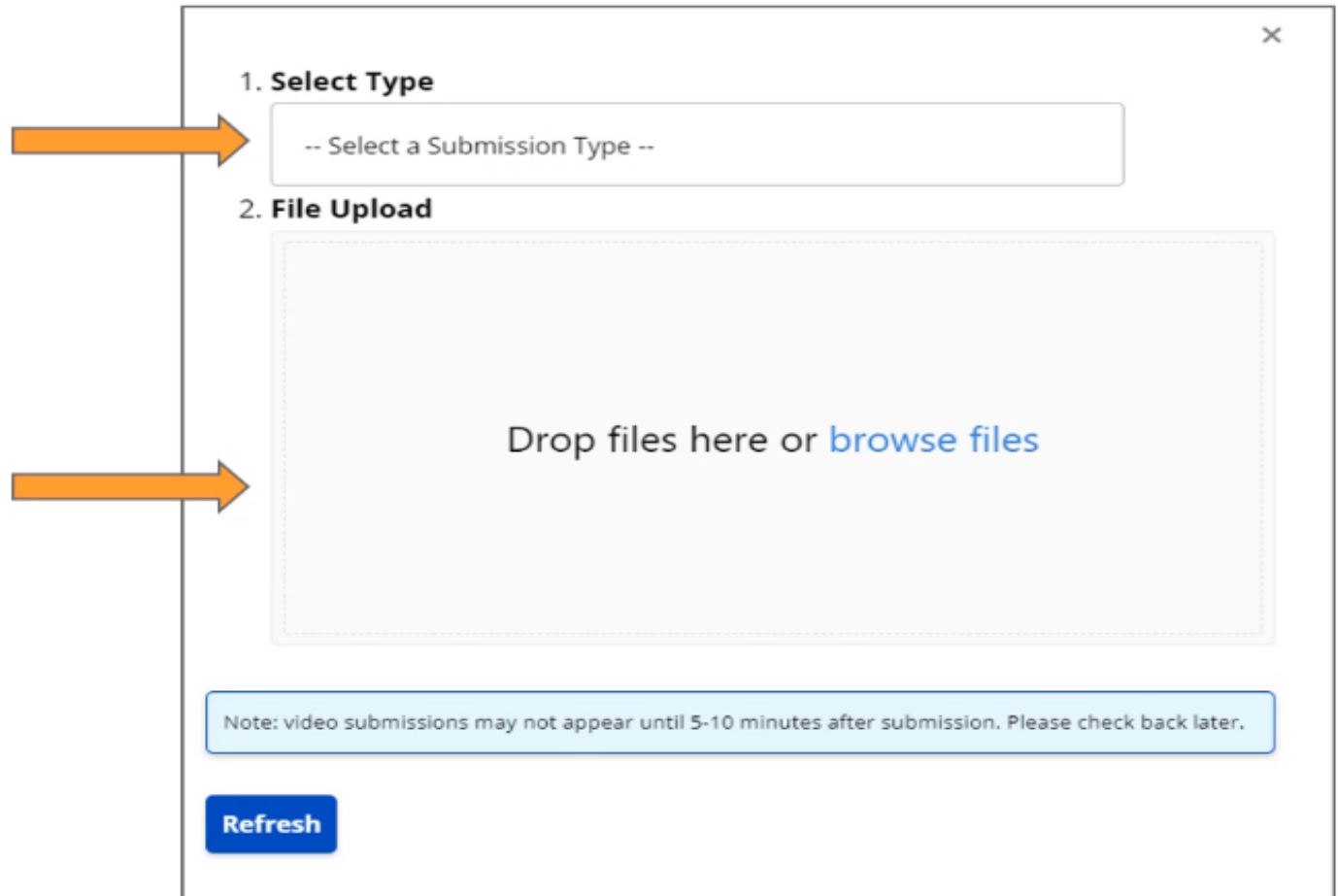
Citywide school located in Coney Island, Brooklyn | Offers 11 talent-area programs.

- To apply for arts programs, like Dance, students complete an audition. Offers to these programs are made based on students' auditions.
- To apply for non-arts programs, like Science, an assessment is required. Offers to these programs are made based on the program's evaluation methods.
- **Applicants can apply to one or two talent-area programs:** this could be two audition programs, two random selection programs, or one of each.

# Audition Programs Virtual Submission

1. Select the audition program from the "Select Type" dropdown.

2. Upload the virtual audition by either dropping in the audition file or using the "browse files" option



The screenshot shows a web interface for virtual submission. It has a title bar with a close button (X). The first section is '1. Select Type' with a dropdown menu currently showing '-- Select a Submission Type --'. An orange arrow points from the first instruction to this dropdown. The second section is '2. File Upload' with a large dashed border area containing the text 'Drop files here or [browse files](#)'. An orange arrow points from the second instruction to this area. At the bottom, there is a light blue note box that says 'Note: video submissions may not appear until 5-10 minutes after submission. Please check back later.' and a blue 'Refresh' button.

Tip: Video submissions may not appear until 5-10 minutes after submission.



# How are Offers Determined?

## The Matching Process

- The matching process considers the applicant for the first-listed program:
- If there are fewer applicants than available seats, the applicant will get an offer to this program.
- If there are more applicants than available seats, the applicant will be considered based on their random number or ranking.
- If their random number or ranking is strong enough to get an offer the applicant will receive an offer to this program. (i.e., one of the strongest 100 numbers for a program with 100 seats)
- If not, the matching process will consider the next listed program.
- This process will continue until the student receives an offer or there are no more programs left to consider on their application.

**TIP** | Watch our Middle School Admissions Video Series at [schools.nyc.gov/Middle](https://schools.nyc.gov/Middle)

# Offer Release and Waitlists

- Offers will be available in **April**. You'll get an email notification when offers are available.
- When offers are released, the **waitlist process** will begin.
  - You will automatically be waitlisted at any programs ranked higher than the program to which you got an offer.
  - For example, if you got an offer to your second choice program, you will be waitlisted at your first choice program.
  - You will be able to add yourselves to waitlists in MySchools.
  - More information about waitlists, including adding and removing yourself from waitlists, will be shared at that time.

# Individualized Education Plans

Students with an IEP apply to middle school the same way as students without an IEP.

Middle schools are required to provide students with any services that are listed in their IEP.

# Contacts

## Questions or Concerns?

Mrs. Klein, School Counselor

[Jklein21@schools.nyc.gov](mailto:Jklein21@schools.nyc.gov) 718-591-1500 Ext 3162

Mr. Mario Arciniega, Parent Coordinator 718-591-1500 Ext 1951

[MArciniega@schools.nyc.gov](mailto:MArciniega@schools.nyc.gov)

Mrs. Orozco, Pupil Accounting Secretary 718-591-1550 Ext 1101

[NOrozco@schools.nyc.gov](mailto:NOrozco@schools.nyc.gov)

MIDDLE SCHOOL APPLICATION PARENT SERIES (10 videos)

<https://www.schools.nyc.gov/enrollment/enroll-grade-by-grade/middle-school>

# Resources

## Learn more

- Middle school admissions | [schools.nyc.gov/middle](https://schools.nyc.gov/middle)
- 2022 NYC Middle School Directory | [myschools.nyc/schools/middle-school/](https://myschools.nyc/schools/middle-school/)
- Middle school admissions email list | [schools.nyc.gov/signup](https://schools.nyc.gov/signup)
- Your zoned school | [Schoolsearch.schools.nyc](https://Schoolsearch.schools.nyc)

## Get help with your child's application

- Your school counselor. [Jklein21@schools.nyc.gov](mailto:Jklein21@schools.nyc.gov)
- Contact a Family Welcome Center | [schools.nyc.gov/WelcomeCenters](https://schools.nyc.gov/WelcomeCenters)
- Office of Student Enrollment | **718-935-2009**