Preparing for End of School Year: Elementary and Middle School Guidance
Moving to Middle or High School is like Kindergarten, It is like starting all over again.
TRANSITIONING

Elementary to Middle

Middle to High

Grade 9 to Grade 10 (HSAP)
ARTICULATION

Middle School (Gifted and Talented)
MS Choice Process
High School Admissions Process
  - Specialized
  - Main
  - Supplementary
Zoning (Elementary to Middle Schools only)
RESULTS

Distribution of Match Results (HS calendar)
Acceptance letters
Final Decisions – students with more than one option
Appeals Procedure (HS only)
Notification – Letter to parents with final choice/decision
RECORDS (October- May)

Must be updated for all students in the terminal grades
MEDICAL RECORDS

Updated and entered

Height
Weight
Vision
Hearing
Immunization

Students with specific medical problems and needs; this must be stated on Nurses Card (103S)/ accompanying documentation (Doctor/Hospital)/ 504 on file
IEP- Individualized Educational Plan (Confidential Sp. Ed. Packets)

Re-evaluation

Triennial

Any modifications should be completed if needed (Type 2/3)
ATS – Automate The Schools

Each school should print an Address Report (RADR) to make sure student addresses are updated in the system.

(RADR) Report sent to classroom teacher

Verify Addresses

Verify Parent/Guardian name and contact info.
CUMULATIVE FOLDER

Review & update contents of the folder

Permanent Record Cards

Completed by 1st clerical ½ day

Update: grades / test scores & Attendance: # days
(Present/Absent/Late/Totals)
ITEMS to remain in the Cumulative Folder

- Permanent Record Card
- Immunization History
- Home Language Survey
- Court Orders/Orders of Protection
- Custodial Documents
ITEMS to be removed

Medical Excuses

Parent Notes

Copies of Suspension Letters

(Check for the wording on disposition letters)
GUIDANCE FOLDERS

Records– (Remain in current school stored for 6 years)

GC may communicate with the receiving school regarding students with specific personal/social needs
LIST NOTICE

Prepared by sending school (RLNR)
List Notice is signed by Sending School’s Principal
Sorted for each “Receiving School”
Special Ed. & General Ed. Students (separate lists)

* This process must also be followed for those students who are currently serving Superintendent Suspensions and who are in good standing for terminal grade promotion.
PACKAGE

**General Education Students**
List Notice + Cumulative Folders + Medical Folder + Receipt

**Special Education Students** *(confidential packet)*
List Notice + Cumulative Folders + Medical Folders + I.E.P.s + Receipt
Receipt (Each Receiving School)

Name – Sending School
Name – Receiving School
# male students –
# female students –
Total =
Received: Date ____________________________
By: Name/Title ____________________________

Hand Delivered
Certified Mail
Promotion in Doubt and Summer Promotion

Students are on List Notice

Cumulative Folders remain in sending school until Summer Promotion Decision

Notify guardian of child’s need to attend Summer School
SUPPORTING TRANSITION

Inter-visitation
Assembly Program
Open House
Alumni Events
SUMMER PLANNING

Disseminate information regarding:

Summer Prep Programs for:
incoming Grade 9
incoming Middle School Grade

Summer Reading List
Summer Youth Employment
Summer Fun in the City (Bulletin Board):
Programs
Concerts
Activities
Places to visit
PLANNING AHEAD

Review of your Guidance Plan
Review of the School Year
Expectations for New School Year
Possible Goals
Special Projects
RESOURCES

DOE website: http://schools.nyc.gov

Chancellor’s Regulations:
A101 – Admission, Readmission, Transfer & List Notice for all Students
A501 – Promotion Standards
A820 – Student Records: Confidentiality, Access, Disclosure and Retention

Youth Development Resource Center: ydhelp@schools.nyc.gov
or (718) 935-HELP