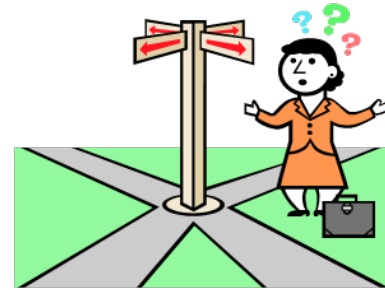


Preparing for End of School Year : Elementary and Middle School Guidance





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

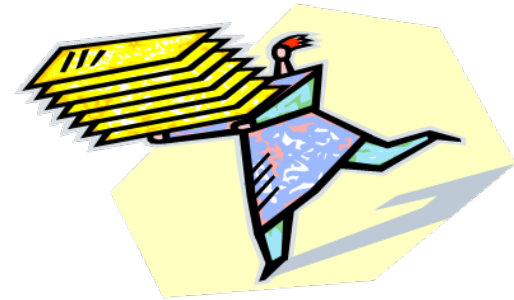
Middle School (Gifted and Talented)

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: ydhhelp@schools.nyc.gov
or (718) 935-HELP