



Instructions for Applying to Academy of the City Charter School (2016)

1. **Applications:** Academy of the City Charter School is currently accepting applications for Kindergarten (children who will be five by December 31, 2016), First Grade (children who will be six by December 31, 2016), Second Grade (children who will be seven by December 31, 2016), Third Grade (children who will be eight by December 31, 2016), Fourth Grade (children who will be nine by December 31, 2016), and Fifth Grade (children who will be ten by December 31, 2016). The applications must be signed by the child's parent or legal guardian.
2. **Due Dates:** Applications may be returned as follows:
 - a. **By mail**, to Academy of the City Charter School, 31-29 60th Street, Woodside, NY 11377-0113, Attention: Director of Operations. Applications submitted by mail must be post-marked by **April 8, 2016**.
 - b. **By e-mail**, to enrollment@academyofthecity.org. Applications submitted by e-mail must be sent and received by **April 8, 2016**.
 - c. **Online**, using the New York City Charter Center's Common Online Application, which will be available beginning December 1, 2016.
 - d. **In person**, at the school during normal business hours or at any of the school's open houses. Please visit www.academyofthecity.org for a list of open house dates and a link to the school's online application.

Assistance in translating and filling out the applications will be available at the open houses.

Tours of the school will be conducted at each open house session, following a question-and-answer session in the school's gymnasium. Tours will be limited to 50 people, accommodated on a first-come-first-served basis.
3. **Lottery:** For the school year commencing August 2016, there will be new classes at the Kindergarten level and limited available spaces for First, Second, Third, Fourth, and Fifth Grades. If more applications are received for any grade than seats are available, **a public lottery shall be held on April 15, 2016**, at the school's gymnasium. In the lottery preference shall be given to children of current employees, to children residing in District 30, and to siblings of current students. Children who participate in the lottery but are not offered a place may choose to be placed on a waiting list. Applicants who include a self-addressed, stamped envelope with their application will receive a paper receipt stating their file number. Parents/guardians are encouraged to contact the school before the lottery application deadline in order to receive confirmation that their application was received and filed.
4. **Proof of residency:** Proof of residency will be required at the time of registration for children who sought a preference in the lottery as residents of District 30. Failure to submit proof of residency at the time of registration will result in the invalidation of the applicant's lottery number. All documentation required by the Department of Education to register at a public school will be required at the time of registration, and includes proof of address, immunization records, birth certificates, and the child's most recent progress report/report card.
5. **Questions:** Requests for further information should be made by phone to: 718-487-9857 or by e-mail to: info@academyofthecity.org.