

2015 Guidelines for Submitting an Appeal Form

Who can submit an Appeal Form?

Any child matched to a school in Round 1 and/or Round 2 is eligible to submit an appeal. Appeals can be submitted for the following reasons:

1. Travel Hardship for Student
 - a. If a child has moved and the commute for his/her matched school is now 75 or more minutes or otherwise inaccessible by public transportation (i.e. more than three changes). **Note: address must be updated in ATS.**
 - b. If the matched school location has moved, creating a travel hardship
2. Special Education Requirements
 - a. Child's special education needs cannot be met at the high school offered because the child is eligible or recommended for special education services that do not currently exist at that school. Students may be determined to be eligible for:
 - ASD Nest
 - ASD Horizon
 - Academic, Career, and Essential Skills (ACES) Programs for students with intellectual disability
 - Students may also be IEP mandated for Bilingual Special Education (BSE)
 - Recommended to receive their special education supports and services in a District 75 specialized school
 - b. The program recommendation or eligibility determination, for one of the above programs, was made after Round 2 applications were due.
3. English Language Learner Requirements
 - a. The child is an English Language Learner (ELL) student and has recently arrived in New York City and may be eligible for placement in a school with an ELL program or a school for new arrivals with available seats.
4. Accessible Site Requirements

Child has a documented limited mobility needs, health issues, and / or uses a wheelchair or other mobility device which requires an accessible site, and the child's high school placement is not accessible.
5. Medical Issues
 - a. Child has a documented medical condition that requires a change of his/her high school placement.
 - b. Family has submitted appropriate documentation to the counselor. Examples of acceptable documents:
 - Doctor's note
 - Letter from treatment facility
6. Safety Issues
 - a. Child cannot attend the school to which s/he was matched due to a personal safety condition. Family has submitted appropriate documentation to the counselor. Examples of acceptable documents:
 - Police reports
 - Court orders
 - Orders of protections
 - Lawyer letter
 - b. Note: safety incident must be entered into OORS by counselor
7. Data Entry Error
 - a. Data was incorrectly transcribed from the high school application to SEMS.
 - b. Appropriate documentation that supports the allegation must be available.
8. Zoned School
 - a. Child has a zoned high school and prefers to attend the neighborhood school in September 2015.
9. Remain in Current School
 - a. Child received an offer but would now like to remain in their current school for September 2015.
10. New Dual Language Spanish Program
 - a. Student is interested in attending a new Dual Language Spanish Program opening in September 2015. These programs can be found at Bronx Aerospace High School (program code X30B), Long Island City High School (program code Q29S) and A. Philip Randolph Campus High School (program code M19L).

Please note these do not necessarily constitute sufficient reasons for an appeal to be granted; all appeals are subject to review per the guidelines above.

Invalid reasons for an appeal:

1. Child received a Round 1 offer and participated in Round 2 and received a match. The child now wants his/her Round 1 offer back. This is not a valid appeal reason. Student need not appeal as it will be denied.
2. Child received notification that his/her matched school is a Renewal School.
3. Child wants a “better” offer.
4. Child wants to appeal for a Specialized High School.

NOTE: While appeals are discouraged for the reasons cited above, the appeal may be submitted if the parent insists.

How are appeals decisions made?

All appeals decisions are made by a Committee from the Office of Student Enrollment. The following factors are taken into consideration:

- Reason(s) for the appeal
- Parent’s/guardian’s decision to have the student give up his/her current match and be reassigned, or to keep the current match if one of their requested programs were not granted. This is indicated on the Appeal Form.
- Student’s eligibility for the programs selected included a review of the student’s academic record as it pertains to the selection criteria for screened or audition programs
- Seat availability
- Review of the programs to which the student applied in previous rounds and whether or not the student may already have been ranked by that program

Which programs can I list on the Appeal Form?

Students can potentially list any of the programs in the High School Directory, except the nine Specialized High Schools. However, students should be thoughtful of selections made taking into consideration eligibility for each program and the factors listed above.

Is there a program list of eligible seats for appeals?

No, technically all programs are valid choices for an appeal and seat availability is not provided. Nevertheless, appeals decisions take into account all the factors listed above.

If the appeal is not granted, which high school program will the student attend?

When an appeal is not granted, the student is expected to attend the high school program to which s/he was matched.

Can a student potentially be matched to a program that was NOT one of the three choices listed on the Appeal Form?

In some cases, students indicate on their Appeal Forms that they were willing to give up their current match if one of the requested programs on the Appeal Form could not be granted. If the Office of Student Enrollment may match the student to a program other than one of the three choices, this determination takes into consideration the choices that had been made in previous rounds of the admissions process, the student’s address, student interests, travel time and seat availability.

Is the decision of the Appeals Committee final and can I appeal or apply to other high school programs?

The decision of the Appeals Committee is considered final and the program specified in the appeals letters is the program the student is expected to attend in September. Students who are first time 9th graders in September may participate again in the high school admission process to seek a new high school placement for 10th grade.

Where can I get a translated version of the Appeal Form?

A translated version of the Appeal Form can be obtained from the guidance counselor. Counselors can download translated versions of the form under Documents in SEMS (<https://www.semsnycdoe.com/sems>).