



## APPLICATION NOTES

**\* Please remember to attach copies of your proof of residency documents if your address is located within the same Community School District (CSD) as one of the schools you are applying to, so you can establish your child's eligibility for CSD preference in our lotteries. For more information about CSD please see pages 7 and 8.**

- **Williamsburg Collegiate Charter School is located in CSD #14**
- **Kings Collegiate Charter School is located in CSD #18**
- **Bedford Stuyvesant Collegiate Charter School is located in CSD #16**
- **Brownsville Collegiate Charter School is located in CSD #23**
- **Brooklyn East Collegiate Charter School has a proposed location in CSD #23**
- **Ocean Hill Collegiate Charter School has a proposed location in CSD #23**

**PLEASE NOTE:**

- It is the responsibility of the applicant to guarantee all information is accurate. Please thoroughly review this application before submitting it.
- Applicants will receive a letter in-person or by mail confirming that we have received your application. It is the responsibility of the applicant to make sure that the schools have received your application, by following up with the school if you do not receive a letter of receipt.
- You must notify us if your contact information changes by contacting one of our schools, calling 718-636-0373 or e-mailing [enrollment@uncommonschoools.org](mailto:enrollment@uncommonschoools.org). If your contact information changes and we are not notified, we will be unable to reach you and your spot on the accepted or waiting list of applicants will be at risk.
- Information in this application packet is subject to change without notification.
- The information collected on this application will be used to determine eligibility for enrollment and to collect general information. It will not be used to discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.
- By submitting this application, you agree that the school records of the student for whom you are submitting this application may be used for studies of this charter school. In these studies, only aggregate outcomes, not individual students' outcomes, will be reported.
- Collegiate Charter Schools are participating in a study conducted by Mathematica Policy Research, Inc. (MPR) and the University of Washington. The study hopes to produce evidence on how schools run by Charter Management Organizations (CMOs) affect student learning and preparation for high school and college. For your child to participate in the study, MPR asks your permission to obtain your child's school records, which include information on your child's attendance, test scores, and other educational outcomes. MPR will protect the confidentiality of all information collected in the study, as required by law. Your decision whether or not to participate in the study will have no impact on your child's likelihood of admission to a Collegiate Charter School.

**If you give permission for your child to participate in MPR's National Evaluation of Charter Management Organizations, please check the box YES and sign below.**

*YES, my child, \_\_\_\_\_, CAN participate in the evaluation and I authorize his/her school, district, or state to release his/her student administrative records.*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

*NO, I do not consent for my child, \_\_\_\_\_, to participate in the evaluation.*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

## UNDERSTANDING OF EXPECTATIONS

Students selected for enrollment by lottery or waiting list must provide evidence in the form of permanent transcripts and report cards that they will complete their current grade by August 2010. **If selected by lottery, students MUST take an assessment exam in the spring to determine possible summer session participation and appropriate grade placement. Families must sign a Permanent Records Release in order for the school to obtain the student's permanent transcript/health records.**

## FAMILY ACCOUNTABILITY CONTRACT

In order for students to learn and grow, it is essential that we all do our part. Collegiate Charter School students, parents, teachers, and administration all have responsibilities to promote student learning and growth. We are all educational partners who must do our part so that students can learn to the best of their ability.

The Student Handbook outlines what students, teachers, and the School Leaders must do to ensure student success. **This Family Accountability Contract describes important responsibilities and school expectations that families must understand and accept once they have made the choice to apply to and enroll at this school.** We know that the choice you will make in coming here is a precious one and we want to make sure that you have a full understanding of your responsibilities as a Collegiate family.

**Please check each box to verify your agreement with Collegiate Charter Schools' expectations:**

### ATTENDANCE

- I will ensure that my child comes to school every day on time to begin school at 7:45 AM.
- I understand that if my child is absent more than 10 days of the school year, he or she will have to repeat his or her current grade.
- I will make sure that my child promptly makes up missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance, but that it will count towards the 10 day absence limit.
- I understand that my child will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand that my child may be required to stay one hour after school if his or her homework is incomplete, he or she requires Tutoring, and/or he or she has earned Extended Detention.
- I agree to make alternative transportation plans if my child is required to stay after school for Homework Center, Tutoring, or Extended Detention.
- I understand that my child will not be permitted to enter the building before the designated breakfast time.

### HOMEWORK

- I agree to check my child's homework daily to ensure that it is complete.
- I understand that my child will be required to stay for at least one hour in Homework Center after school if he or she does not complete assigned homework or completes homework that does not meet classroom standards.
- I understand that if my child will be required to stay afterschool for two weeks in Homework Center if he or she does not complete 5 assigned homework assignments in a week.
- I understand that my child cannot be excused from afterschool Homework Center, Tutoring or Extended Detention unless there is a family emergency or a student illness.
- I understand that if my child skips afterschool Homework Center, Tutoring or Extended Detention he or she may be suspended.

CODE OF CONDUCT

- I agree to promote and support the rules of behavior as outlined in the Student and Family Handbook, and accept responsibility as a partner in my child’s learning.
- I understand that my child will be required to stay for at least one hour in Detention during Enrichment or potentially afterschool if he or she commits a detention-level infraction.
- I understand that it is my child’s responsibility to notify me if he or she earns a Detention.
- I understand that my child may be suspended if he or she misses Detention.
- I understand that while my child is in school, he/she is not permitted to use, or have out in plain sight, cell phones, iPods, music players, video game players, or other electronic devices. My child will have the opportunity to drop off electronic devices in the morning before school starts and pick them up again at the end of the day. All electronic devices must have names clearly labeled.

PROMOTION POLICIES

- I understand that my child needs to pass all 6 core academic classes (a core class is any class that meets at least four times per week) in order to be promoted to the next grade.
- I understand that my child will be automatically retained if he or she fails 1 or more core academic classes.
- I understand that my child will be automatically retained if he or she is absent with or without excuse for more than 10 days during the school year.
- I understand that my child may need to pass a minimum competency exam in order to be promoted.
- I will ensure that my child attends Saturday School if required by the school, if he or she is in danger of failing the state exam in Math or English Language Arts, if he or she is failing one or more classes as of the first progress report, or if he or she is failing one or more classes for the year on any subsequent progress report or report card.
- I understand that my child may be required to stay for afterschool extra help or tutoring, and that he or she is urged to take advantage of extra help opportunities provided by teachers.

STUDENT DRESS POLICY

- I will ensure that my child comes to school in the school uniform purchased through the school via Lands’ End, according to the guidelines listed in the Student and Family Handbook.
- I understand that if my child comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for the appropriate dress to be brought in from home, and/or may receive an automatic detention.

FAMILY SUPPORT

- I agree to support my child’s academic work by communicating regularly with my child’s teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family Teacher Conferences.
- I agree to pick up my child’s report card at Family Teacher Conferences.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I agree not to send soda to school with my child since students are not allowed to drink soda at school.
- I agree to respond to phone calls from any school staff member promptly.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Applicant Signature

\_\_\_\_\_  
Date

**THANK YOU FOR APPLYING TO A COLLEGIATE CHARTER SCHOOL!  
APPLICATIONS FOR THE 5<sup>TH</sup> GRADE LOTTERY MUST BE  
RECEIVED IN HAND BY 6:00 PM, WEDNESDAY, APRIL 7, 2010.**

<b>For Office Use Only</b>	Date Received: _____	Time: _____	Initials _____
_____ Info Session _____	Main Office _____	Other _____	_____ Timely Application _____ Untimely Application

### Mission

The Collegiate network within Uncommon Schools opened its first school in 2005. It has since grown to include six college preparatory middle schools in Brooklyn, NY as well as Uncommon's first high school in New York City. The mission of each Collegiate Charter School is to prepare each student for college.

### Our Schools

Williamsburg Collegiate Charter School - ph: (718) 302-4018, fax: (718) 302-4641, email: [familyinfo@collegiatecs.org](mailto:familyinfo@collegiatecs.org), website: <http://www.collegiatecs.org>

- Opened in August 2005, currently serving 260 students in grades 5-9. Accepting lottery applications for students entering grade 5 in 2010-2011 and waiting list applications for students entering grades 6, 7, 8, 9, and 10.

Kings Collegiate Charter School - ph: (718) 342-6047, fax: (718) 342-6727, email: [info@kingscollegiate.org](mailto:info@kingscollegiate.org), website: <http://www.kingscollegiate.org>

- Opened in August 2007, currently serving 205 students in grades 5-7. Will expand to serve grade 8 in the 2010-2011 school year. Accepting lottery applications for students entering grade 5 in 2010-2011 and waiting list applications for students entering grades 6, 7, and 8

Bedford Stuyvesant Collegiate Charter School - ph: (718) 669-7460, fax: (718) 669-7771, email: [info@bedstuycollegiate.org](mailto:info@bedstuycollegiate.org), website: <http://www.bedstuycollegiate.org>

- Opened in August 2008, currently serving 140 students in grades 5-6. Will expand to serve grade 7 in the 2010-2011 school year and grade 8 in the 2011-2012 school year. Accepting lottery applications for students entering grade 5 in 2010-2011 and waiting list applications for students entering grades 6 and 7

Brownsville Collegiate Charter School - ph: (718) 636-0370, fax: (347) 296-8321, email: [info@brownsvillecollegiate.org](mailto:info@brownsvillecollegiate.org), website: <http://www.brownsvillecollegiate.org>

- Opened in August 2009, currently serving 108 students in grades 5 and 6. Will expand to serve grade 7 in the 2010-2011 school year and grade 8 in the 2011-2012 school year. Accepting lottery applications for students entering grade 5 in 2010-2011 and waiting list applications for students entering grades 6 and 7

Brooklyn East Collegiate Charter School – ph: (718) 250-5760, fax: (718) 250-5761, e-mail: [brooklyneastinfo@collegiatecs.org](mailto:brooklyneastinfo@collegiatecs.org), website: *coming soon*

- Opening in August 2010 to serve 81 fifth graders. Will expand to serve an additional grade each year until serving grades 5-8. Accepting lottery applications for students entering grade 5 in 2010-2011

Ocean Hill Collegiate Charter School – ph: (718) 250-5765, fax: (718) 250-5766, e-mail: [oceanhillinfo@collegiatecs.org](mailto:oceanhillinfo@collegiatecs.org), website: *coming soon*

- Opening in August 2010 to serve 81 fifth graders. Will expand to serve an additional grade each year until serving grades 5-8. Accepting lottery applications for students entering grade 5 in 2010-2011

### Enrollment Questions

- **How do I apply to your school?** For 5<sup>th</sup> grade spots, you must have a child who will be entering grade 5 in August 2010. You must submit an application by the Wednesday, April 7, 2010 deadline (see instructions below). All students who have applied by the deadline will be entered into our public lotteries (which we welcome you to attend) held on Monday, April 12, 2010 at 6:00 PM at each school. 5<sup>th</sup> grade applications submitted after the Wednesday, April 7, 2010 deadline and student applications for grades 6, 7, 8, 9 and 10 will be added to the appropriate grade level waitlist based on the date and time the application is received. Please call, email, or visit our websites to find out details about upcoming information sessions or other enrollment information:
- **How do I find out more about your school?** We encourage you to attend an information session or visit our websites for more information about our schools. Collegiate will be holding information sessions at our schools on the following dates – all locations are in Brooklyn:

**Information Sessions**

<b>Geographic Area*</b>	<b>Date and Time</b>	<b>Location</b>
<p><b>Bedford Stuyvesant</b></p> <ul style="list-style-type: none"> <li>• Leadership Prep Bedford Stuyvesant Charter School (gr. K-5)</li> <li>• Bedford Stuyvesant Collegiate (gr. 5-7)</li> <li>• Excellence Boys Charter School (gr. K-7)</li> <li>• Excellence Girls Charter School (gr. K-2)</li> </ul>	Monday, February 8th 6:00- 7:30pm	Bedford Stuyvesant Collegiate 800 Gates Ave
	Saturday, February 27th 10 -11:30am	Excellence Girls Charter School 794 Monroe Street
	Wednesday, March 3rd 6:00 -7:30pm	Excellence Boys Charter School 225 Patchen Avenue
	Thursday, March 11th 6:00- 7:30pm	Leadership Prep Bedford Stuyvesant 141 Macon Street
	Tuesday, March 23rd 6:00 - 7:30pm	Excellence Girls Charter School 794 Monroe Street

<b>Geographic Area*</b>	<b>Date and Time</b>	<b>Location</b>
<p><b>Brownsville</b></p> <ul style="list-style-type: none"> <li>• Brownsville Collegiate Charter School (gr. 5-7)</li> <li>• Ocean Hill Collegiate Charter School (gr. 5)</li> <li>• Brooklyn East Collegiate Charter School (gr. 5)</li> <li>• Leadership Prep Brownsville Charter School (gr. K-2)</li> <li>• Leadership Prep Ocean Hill Charter School (gr. K-1)</li> </ul>	Wednesday, February 10th 6:00-7:30pm	Brownsville Collegiate Charter School 364 Sackman Street
	Monday, February 22nd 6:00 -7:30pm	Leadership Prep Brownsville 364 Sackman Street
	Saturday, March 6th 10:00-11:00am	Brownsville Collegiate Charter School 364 Sackman Street
	Monday, March 8th 6:00-7:30pm	Leadership Prep Brownsville 364 Sackman Street
	Tuesday, March 23rd 6:00 -7:30pm	Brownsville Collegiate Charter School 364 Sackman Street

<b>Geographic Area*</b>	<b>Date and Time</b>
<p><b>Williamsburg (District 14):</b></p> <p>Williamsburg Collegiate Charter School (gr 5-10) 157 Wilson Street Brooklyn, NY 11211 <u>all of these sessions are located at WCCS</u></p>	Tuesday, February 9 <sup>th</sup> 6:00 -7:30pm
	Wednesday, February 24 <sup>th</sup> 6:00 -7:30pm
	Thursday, March 4 <sup>th</sup> 6:00 - 7:30pm
	Saturday, March 13 <sup>th</sup> 10:00-11:00am
	Monday, March 22 <sup>nd</sup> 6:00-7:30pm

<b>Geographic Area*</b>	<b>Date and Time</b>
<p><b>East Flatbush/Brownsville (District 18):</b></p> <p>Kings Collegiate Charter School (gr 5-8) 1084 Lenox Road Brooklyn, NY 11212 <u>all of these sessions are located at Kings</u></p>	Thursday, February 11 <sup>th</sup> 6:00-7:30pm
	Saturday, February 27 <sup>th</sup> 10:00-11:00am
	Monday, March 1 <sup>st</sup> 6:00-7:30pm
	Tuesday, March 9 <sup>th</sup> 6:00-7:30pm
	Wednesday, March 24 <sup>th</sup> 6:00-7:30pm

\*Applications and information about all schools will be available at every session.

- **How do you select your students?** All completed 5<sup>th</sup> grade applications received by the application deadline will be entered into the public lottery for each school you apply to. After submitting proof of residence, students who live within the same Community School District (CSD) as the school will receive lottery preference. Please read the next page carefully for more information about this new state requirement. All late 5<sup>th</sup> grade applications or applications for grades 6, 7, 8, 9 and 10 will be added to the appropriate grade level waitlist based on the date and time the application is received.

### Enrollment Timeline

Wednesday, April 7	<b>All applications for 5<sup>th</sup> grade are due in hand by 6:00 PM on Wednesday, April 7, 2010</b> Completed applications may be submitted by the student's parent or guardian at an information session. Applications may also be brought or mailed to any of our schools at the addresses on page 5.
Monday, April 12	Our public lottery for 5 <sup>th</sup> grade is scheduled for 6:00 PM in the auditorium. Families are welcome and encouraged to attend the lottery. After the lottery, admitted and waiting list applicants will be notified of their status by mail.
Monday, April 19	Enrollment confirmation from accepted applicants must be received by mail or phone by 6:00 PM. Families from whom a confirmation has not been received by this date will be considered to have declined their acceptance.

### Frequently Asked Questions

- **What is a charter school?** A charter school is an independently run public school that is granted greater flexibility in its operations, in return for greater accountability for performance. New York charter schools must have their charters renewed every five years. Charter schools accept students completely at random through a lottery.
- **Is there a cost to attend your school?** Absolutely not. Charter schools are tuition-free, like all public schools. All students, regardless of background, are eligible to submit an application for the lottery.
- **Do you provide transportation and breakfast and lunch?** Yes. Students at our school are eligible for the same transportation provided for all eligible New York City public school students. We provide free breakfast and free lunch to all our students as well.
- **My child is on an IEP or receiving other special services, can you accommodate his/her needs?** Yes. We work with the student's Committee on Special Education to accommodate all children and their individual learning needs.
- **Does your school provide services for English Language Learners?** Yes, services are available to support children who are English Language Learners.
- **Is there a school uniform?** Yes, the school uniform consists of khaki pants/khaki skirts and Oxford-style shirts and sweaters with the school logo purchased through Lands' End.

### Community School District Preference – Important Information

(\*Note: Only necessary for 5<sup>th</sup> grade lottery applicants who are applying before April 7, 2010)

Based on legislation passed in the spring of 2007\*, all New York City charter schools must give preference to students residing in the Community School District (CSD) in which the charter school is located. However, students who reside outside the CSD are eligible to apply and may be admitted if space permits.

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\*Amended New York Charter Schools Act of 1998, section 2854(2)(b)

To determine your CSD, please visit the New York City Department of Education website: <http://gis.nyc.gov/dcp/at/fl.jsp>. Type in the two pieces of address information at the top of the page (Address number, Street or Place Name), choose the borough in which you reside and press Go. **Please note that this website is for informational purposes – you will receive confirmation of your CSD after you submit an application and proof of address.**

Your CSD is based on the school district listed at the bottom of the page. Your child will be given preference in the lottery if you reside in the same CSD as the school you are applying to for either the elementary school or the middle school. (Sometimes the districts will be different, sometimes the same.) If you are unable to access this website, please call the Office of Family Engagement and Advocacy at 212-374-2323.

**Acceptable Proofs of Residency**

**To verify that your address is located within the Community School District in which a Collegiate Charter School is located, you must provide one of the following documents.** (Copies of these are acceptable.)

Accepted Documents	Valid Date for Document
A residential utility bill (gas or electric) in the resident’s name issued by National Grid, Con Edison or the Long Island Power Authority	Within 60 days prior to application submission
Document on letterhead from federal, state or city agency – including City Housing Authority or the Human Resources Administration – which states home address	Within 60 days prior to application submission
Official payroll documentation from an employer such as a form submitted for tax withholding purposes or a payroll receipt.	Within 60 days prior to application submission
An original lease agreement, deed or mortgage statement for the residence	Any date
A current property tax bill for the residence	Must cover time period including date of app. submission
A water bill for the residence	Past six months

**If subletting or residing in a home where the parent is not a lease-holder:** You must provide a notarized “Address Affidavit” signed by both the primary leaseholder and the parent affirming that the family is residing in this home. Please submit one of the forms of proof above that shows the leaseholder’s name.

**If you do not provide one of the above-listed documents to a Collegiate School’s Main Office by the application deadline of 6:00 PM on Wednesday, April 7, 2010, your child’s application will be entered in the lottery for admission, but will not be eligible for CSD preference.**

**The following are NOT acceptable forms of proof of address:**

- Cable bill
- Driver’s license
- Letter from an employer
- Medical or insurance card
- Phone bill

**Please note that we reserve the right to ask for additional documentation to establish that your address is within the school’s CSD. In addition, we reserve the right to expel any student if false CSD documents have been submitted with the application.** Any questions about determining your CSD must be resolved in advance of the application deadline on April 7, 2010 to ensure your child has been properly registered for the lottery.

NOTE: It is your responsibility to ensure that each school to which you are applying has received a copy of your application and proof of residency documentation (if applicable). When a school receives your application, it will give or send you a receipt form clearly noting that it has received your application and that you are either:

1. ineligible for CSD preference, in which case your application is complete and you are enrolled in the lottery
2. eligible for CSD preference and have submitted acceptable proof of residency, in which case your application is complete and you are enrolled in the lottery and will receive CSD preference
3. eligible for CSD preference and have NOT submitted acceptable proof of residency, in which case your application is incomplete, you are enrolled in the lottery and will not receive CSD preference unless proof of residency documents are submitted to that school by the application deadline.