



Open Enrollment

Open enrollment does not include pre-K programs or magnet schools. Students receiving Special Education services are only eligible if they receive prior permission from the Committee on Special Education (CSE). **Be sure to fill out one application per child.**



Please enter the school year you are applying for at right. Be sure your answers regarding sibling information reflect the school year you are applying for.

2021-2022

Contact information

Student last name Student first name Student ID
 Date of birth Primary phone Email
 Street address Apt. # City State Zip code
 Does your child receive Special Education services: Yes No English as a New Language (ENL) services: Yes No
 Please indicate at right which school your child **currently** attends (or last attended if applying during the summer)

School choice request

Please indicate your first and second choices for schools. **When considering sibling enrollment, be sure you are reflecting the school year you entered on the top of this form.** For example, if you are completing your application in June for open enrollment beginning in September, an eighth-grade sibling currently at a middle school in June would no longer be there in the September.

1 **First school choice request**
 A sibling will already be enrolled here during the school year I entered at the top of this form
 Sibling name

2 **Second school choice request**
 A sibling will already be enrolled here during the school year I entered at the top of this form
 Sibling name

Please briefly describe the reason for the requested transfer in the space below. If you are applying for open enrollment as a result of the changes to the middle school feeder pattern, **please indicate that clearly by entering "changes to feeder pattern."**

Parent/guardian signature

Acceptance into a school through open enrollment policy is subject to the availability of space. Siblings of students in schools through open enrollment will be given preference. However, there are no guarantees. Students selected for open enrollment are not eligible for transportation if their legal address is less than 1.5 miles from the school. **Please note that completing this application does not guarantee acceptance into the school of your choice.**

Parent/guardian name (printed) Parent/guardian signature Date



If you have any questions, please contact Telisa Cain at tcain@albany.k12.ny.us or (518) 475-6130. Completed forms can be emailed to Ms. Cain, or mailed/delivered to: Pupil Personnel Services Office at 75 Watervliet Ave., Albany, NY 12206