# MIDDLE SCHOOL ACTION CHECKLIST

## SEPTEMBER
- Use the 2019 NYC Middle School Directory to make a list of programs that interest you and your child.
- Look at programs’ admissions methods and any selection criteria to understand what factors schools use for admissions.
- Meet with your child’s school counselor to discuss middle school admissions and options.
- Plan your admissions calendar for the fall—find each school’s open house date on our website or by contacting schools directly.

## OCTOBER
- Attend the middle school fairs with your child. Check our website for up-to-date information on locations and times.
- Attend open houses.
- Access your child’s middle school application online. Your child’s elementary school counselor will provide a clear set of directions on how to access the application.
  - Review all student information for accuracy.
  - View your child’s middle school options.
- For Mark Twain (IS 239) and District 21 Talent Programs: If you’re interested, register to test as part of the online application process.

## NOVEMBER
- Work with a counselor at your child’s current school to narrow or expand the list of programs where your child would like to apply.
- Think about how your child would commute to each school of interest.
- Review admissions priorities and admissions methods for each program.

## DECEMBER
- Submit your middle school application online by **December 3, 2018**. Learn how to apply at [schools.nyc.gov/Middle](http://schools.nyc.gov/Middle).
  - Add the middle school programs that you would like your child to attend to their application in your true order of preference. Place your first choice in the #1 position, your second at #2, and so on. You’ll be able to apply to any programs that your child would be eligible to attend if they received an offer.
  - For Mark Twain (IS 239) and District 21 Talent Programs: If you’re interested in these programs, register your child to test for them—the registration deadline is also **December 3, 2018**.

**Need help with your application?**
- Talk to your child’s elementary school counselor
- Visit a Family Welcome Center—find locations at [schools.nyc.gov/WelcomeCenters](http://schools.nyc.gov/WelcomeCenters)
- Call us at **718-935-2009**

## JANUARY – FEBRUARY
- For Screened Programs: Complete assessments or portfolios in **January or February** if/as required by specific middle school programs in your application.
- If you are eligible for any new programs opening in Fall 2019, we’ll invite you to submit an application for these programs.

## APRIL – MAY
- Get your middle school results in **April**. Your child will get one offer based on their middle school application. If you are eligible and submit an application to new programs, your child may also get a new schools offer from one of them. If so, you will have to choose between these two offers. Learn more in **Section 7.0**.
- Respond to your results by **May** if action is required.