

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
SPRINGFIELD GARDENS INTERMEDIATE SCHOOL 59Q
132-55 RIDGEDALE STREET
PHONE 718-527-3501 SPRINGFIELD GARDENS, NY 11413 FAX 718-276-1364
Carleton E. Gordon
Principal**

Assistant Principal
Devonne Gorman I.A.

Assistant Principal
Tamika Nater

October, 2016

Dear Parents/Guardians:

Enclosed with this letter you will find your child's NYC High School Application. Please carefully review page one for inaccurate or missing information. Be aware that corrections cannot be made on the application. For corrections of address, telephone number, birth date, gender, name change, whichever is applicable **DOCUMENTATION IS NEEDED**. For change of address you must submit a new blue card accompanied by a lease and/or utility bills. To ensure corrections in a timely manner, students are to submit all documents to their respective homeroom teachers as soon as possible.

**BE ADVISED, YOU DO NOT NEED A CORRECTED APPLICATION TO
SUBMIT YOUR HIGH SCHOOL CHOICES**

Useful Information for Parents

- Please do not list any Specialized High Schools on the High School Application
- The Specialized High School Admissions Test (SHSAT) will be administered on Saturday, October 22 or Sunday, October 23, 2016, at Hillcrest High School

**APPLICATIONS DUE BACK TO COUNSELORS ON OR BEFORE
NOVEMBER 18, 2016**

How to Fill Out your High School Application

1. Do not write on your high school application until you have completed the High School Selection Worksheet and the sample application.
2. On the High School Selection Worksheet, write down all pertinent information about the high schools of your choice in order to make informed decisions.
3. Rank the high schools in order of preference; list up to twelve high schools. Only write the high schools you wish your child to attend: you do not need to write down 12 choices;
4. Fill out the high school application, sign it, make a copy for your records, and submit the original to your guidance counselor via your child.
5. Pay attention to key information that would help you make informed decisions: Eligibility, graduation rate, admissions methods (education option, screened, test, audition, unscreened, limited unscreened and screened language), seats, and applicants.
6. Make an appointment with your counselor for assistance if needed.

**DO NOT INCLUDE ANY HIGH SCHOOL THAT YOU DO NOT
WISH YOUR CHILD TO ATTEND!!!!!!!!!!!!!!**