A Family’s Journey to Middle School in New York City: An Equity Perspective

INITIATE APPLICATION PROCESS

**Fall**

1. Receive welcome letter that includes account creation code for MySchools*
   - Contact current school if do not receive letter

2. Create MySchools account (or log on if already have account) and add child
   - Use MySchools data to quantify inequities in school availability
   - Counselors reach out to families living in temporary housing

3. Parent logs into MySchools to start application, once application opens
   - Counselors conduct outreach to families who have not submitted

**Winter**

4. Search on MySchools for schools that meet preferences
   - Research and visit schools (virtually or in-person)
   - Meet/talk with current school counselor to discuss options

4a. Search on MySchools for schools that meet preferences
4b. Research and visit schools (virtually or in-person)
4c. Meet/talk with current school counselor to discuss options
4d. Learn about admissions priorities from DOE outreach, events, website

5. Finalize school list (rank up to 12 choices)
   - Ensure that families are aware of options to receive personalized application support
   - Extend P311 hours to weekends and past 6 pm

6. Deadline
   - Parent submits application on MySchools, with counselor, or at Family Welcome Center
   - Ensure that families are aware of options to receive personalized application support

OFFERS AND WAITLIST

Spring-Summer

7. Receive offer to first-choice school
   - Receive offer to a next-choice or nonchoice school
   - Monitor waitlists for additional offer; may switch school choice

Send email to families who did not receive first choice

8. Child goes to school on first day, September X
   - Monitor waitlists for additional offer; may switch school choice
   - Send email to families who did not receive first choice

**Which families…**

- have unstable mailing addresses?
- do not have experience with online applications?
- do not receive email reminders about application opening?
- do not have more or fewer program choices available to them?
- are not able to meet with staff during the available hours?
- have more or fewer program choices available to them?
- have unstable mailing addresses?
- do not have experience with online applications?
- do not receive email reminders about application opening?
- do not have more or fewer program choices available to them?
- are not able to meet with staff during the available hours?
- do not have tech access to frequently monitor waitlists?

**POSSIBLE SOLUTIONS**

- Counselors reach out to families living in temporary housing
- Automatically create MySchools accounts for all families
- Conduct phone calls to families who have not shared an email address

**EQUITY CONCERNS**

To Explore/Measure

- Have unstable mailing addresses?
- Do not receive email reminders about application opening?
- Do not have experience with online applications?

**POSSIBLE SOLUTIONS**

- Counselors reach out to families living in temporary housing
- Automatically create MySchools accounts for all families
- Conduct phone calls to families who have not shared an email address

**PARENT ACTIONS**

Intended Path

- Create MySchools account (or log on if already have account) and add child
- Finalize school list (rank up to 12 choices)
- Parent submits application on MySchools, with counselor, or at Family Welcome Center

*MySchools is an online school directory and application platform, adopted by New York City Department of Education in 2018.*