

Admissions Policy and Procedures

TRCS 2 is a non-sectarian, public school. TRCS2 does not discriminate against any student on the basis of race, alienage, national origin, ethnicity, religion, gender, gender identity, sexual orientation or disability. Admission to TRCS is determined according to the following guidelines:

1. Parents/Guardians interested in having their child attend TRCS 2 are strongly encouraged to attend an Open House.
2. The application process opens on a prescribed date each year, and at the conclusion of each open house. TRCS 2 utilizes schoolmint.com for its application process. TRCS 2 also participates in the on-line charter school common application.
3. When enrollment is at capacity, applications are automatically waitlisted and will be considered only if openings occur. If applications exceed available seats, an admissions lottery will be conducted after admissions preferences have been considered.
4. Only fully completed and timely submitted applications will be included in the lottery. Applications must include immunization records and most recent report card (for programming use only). TRCS 2 accepts baptismal records and passports to establish age for application purposes. Where such records are unavailable, TRCS 2 may consider the documentary evidence listed at Part 100.2(y)(3)(ii)(c) of the Regulations of the Commissioner of Education to determine the age of the student. Applicants must supply their own copies of the required documents. Applications that do not have the necessary documentation will not be considered.
5. Applications must be submitted on or before the published due date by 3:00 pm. The due date will be determined annually. Any application received after the 3:00 pm deadline will be placed on the waiting list after the lottery has concluded. If seats become available after the lottery, subsequent lotteries for waitlisted applicants will be conducted, as necessary, after consideration of TRCS 2's enrollment preferences (see below) , within one week after the vacancy occurs. Waitlisted applications are valid only for the year applied for.
6. Notification of acceptance and wait-listing will be made by e-mail. Due to the large volume of applications, admissions decisions will not be communicated by telephone.

7. Parents/Guardians who accept an offer of admission for their child must return a confirmation no later than 3:00 pm of the designated confirmation due date. The confirmation due date will be determined annually.
8. A copy of the child's Individualized Education Program and/or 504 Plan, if any, and proof of residency, must be submitted with the confirmation. If we do not receive a confirmation and the copies of required documents, the student's offer of admission will be passed to a child on the wait list.
9. An orientation conference will be scheduled for all parents/guardians and their child who accept admission to TRCS 2. The conference serves as a forum to establish relationships, clarity and expectations. The date of the orientation conference will be included in the notification of admissions letter. Families must participate in the conference or the offer of admissions will be passed to a child on the wait list.
10. Students must submit copies of final report cards and transcripts from current schools, and must meet the criteria for promotion to the grade for which they are applying.

Enrollment Period, Admissions Lottery, Registration and Withdrawal

Formal recruitment of incoming students will be carried out in English and Spanish (and any other dominant language in the community, as necessary). Beginning on or before January 1 of each year, the charter school will advertise open registration and provide families, if they choose, with opportunities to meet staff and learn more about the School. Families may submit applications beginning on or before January 15 through April 1 or thereafter (the date will be set and publicized each year). If as of the application deadline, the number of applicants to the charter school exceeds the number of available seats, a random selection process (lottery) will be used to admit students. This lottery, if necessary, will be held annually in or around April.

Students who do not secure a seat through the random lottery will be placed on a waiting list in the order that their names were drawn.

TRCS 2 will include a description of the public lottery in its application material distributed to families during the outreach phase of the process. Should a lottery be required, all families who applied to the school will be informed of the details of the lottery, including the date, time and location that it will be held. The school will acknowledge receipt of the applications via email and text through Schoolmint, a third-party platform.

Admission preference shall be granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space at the School and whose families will be formally contacted prior to the beginning of the school year to confirm automatic admission of their child. This notification will be part of a summer mailing to all families.
- Second preference will be given to siblings of students already enrolled in the charter school.
- Third preference will be given to children who reside in CSD 24.
- Fourth preference will be given to eligible children of employees of TRCS 2 (capped at 10% of new enrollees). A lottery will be held if the number of eligible children of full-time employees exceeds 10% of new enrollees.

Lottery Process

Students participating in the lottery will be assigned and emailed a random lottery number approximately two weeks in advance of the lottery. TRCS 2 utilizes random.com to select the lottery numbers. If families attend the lottery in person, TRCS 2 will provide their number to them upon check-in. After those names are drawn, names will continue to be drawn in order to form a waiting list at each grade level that is served by the school. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to the charter school pending acceptance when vacancies arise, based upon the order of random selection from the lottery. The previous year's waiting list will expire annually at the lottery drawing.

Notice of the date, time, and place of the lottery will be provided in accordance with Public Officers Law section 104, and the lottery will be held in accordance with section 119.5 of the Commissioner's Regulations.

Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, TRCS 2 will contact the parents of the student next on the appropriate waiting list. Reasonable and multiple attempts will be made to contact the family of the student on the top of the waiting list and get confirmation of whether the student is still interested in enrolling at TRCS 2 before proceeding to the next name on the list. If reasonable and multiple attempts to contact the student's parents are unsuccessful, then TRCS 2 may remove that student from the waitlist. TRCS 2 will maintain documentation of the attempts made to contact the parents of any student removed from the waitlist. Waiting lists will not be carried over from year to year. Instead, the annual admission lotteries will be used to create new waiting lists.

Procedures for Student Registration and Parental Intent to Enroll

Once the lottery has been conducted, TRCS 2 will notify parents and guardians of applicants by email whether their child has been granted a seat at the School or if they are on the waiting list. The mailing will include an admission acceptance form that each parent of a child who has been selected for admission will fill out to confirm his or her intent to enroll the child in TRCS 2.

Prior to the commencement of each academic year, families of children who enroll at TRCS 2 must complete the student registration process. As part of this process, parents must provide verification of residency, adult photo identification, NYC notice of transfer form (if available), IEP record if applicable, home language survey, photo media release form, ethnic identification survey, additional medical restrictions form if applicable, parent/guardian consent to request for the release of student records and/or a copy of the student's prior year academic record, proof of age and immunization record, and student health insurance form indicating what coverage the student has. Parents will also complete student registration forms, lunch program applications, emergency contact information, and transportation forms. TRCS 2 staff will be available to assist parents in understanding the registration requirements, obtaining required information and completing the required forms. In addition, forms and instructions will be published in languages other than English to facilitate successful registration by ELL parents and families.

Note: a child can register without a birth certificate. If necessary, families may register using an alternative proof of age, e.g., a baptismal certificate, government id, driver's license, foreign passport with a birth date, tribal documents, etc., as long as the child's birth date is listed.

Voluntary Withdrawal

TRCS 2 is a public school of choice, both for application and withdrawal. At any time, a parent may wish to transfer their child to a different school. A parent wishing to withdraw his/her child from the School will be asked to complete a request for student withdrawal form. TRCS 2 personnel will offer to meet with the family and discuss their reasons for withdrawing from the School, as well as to seek solutions to any problems that arise from these discussions. If the parents still wish to transfer their child to another school, TRCS 2 staff will make every reasonable effort to help the student find a school that better serves the family's desires. TRCS 2 will ensure the timely transfer of any necessary school records to the student's new school. Upon withdrawal of any student, TRCS 2 will seek to fill that vacancy in a timely manner with the next student on the relevant grade's waitlist.

Non-Discrimination Statement

TRCS 2 shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) for an applicant to either receive or submit an application for admission to that school.