

## PLEASE COMPLETE ALL REQUIRED INFORMATION APPLICATIONS MUST BE TYPED INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

321 East 96<sup>th</sup> Street, New York, NY 10128 Phone: 212-369-8800 Fax: 212-876-9290 www.co-optech.org

## **Coop Tech Application Requirements**

### **General Requirements:**

- Applicant must be 17-21 years old and meet one of the following criteria:
  - Currently in High School (11<sup>th</sup> or 12<sup>th</sup> grade)
  - o Currently in a D79 Program
  - Already Graduated
- Applicant must be a NYC Resident (reside in one of the 5 boroughs)
- Parent/Guardian Signature (regardless of applicant age)

## **High School/D79 Student Required Documentation:**

- Current Transcript
  - Must have a minimum of 20 credits
- Current Report Card
  - Applicant must be passing majority of current classes
- Most recent IEP (when applicable)
- Guidance Counselor Signature

### Students Who Have Already Graduated (Post-Graduates) are Required to Submit:

- Copy of Diploma or High School Equivalency Certificate

## **Application Submission with Supporting Documentation**

Please submit all **COMPLETED** applications and supporting documentation in one of the following ways:

- Scanned and emailed to <a href="mailto:CoopAdmissions@schools.nyc.gov">CoopAdmissions@schools.nyc.gov</a> (Preferred)
- Delivered or mailed to the main campus:

The School of Cooperative Technical Education 321 East 96th Street, New York, NY 10128 Attn: Admissions Department

#### **Notification:**

All students and guidance counselors will receive a decision letter via email regarding their application starting the week of June 10, 2024



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#### **Important Application Information**

#### **Attendance**

Students who wish to attend Coop Tech need to be **co-enrolled** and **attending** their HS/D79 program and Coop Tech course on a daily basis. In order to promote satisfactory attendance, both Coop Tech and students' HS/D79 program engage in parent/guardian outreach and regular school to school communication

#### **Metro Cards**

Coop Tech does not issue Metro Cards. Metro cards (3-way) are to be issued by students' high schools or D79 sites. Post-graduate students are not issued DOE Metro Cards.

#### **Special Education**

Coop Tech is a career and technical education program that is open to students with and without disabilities. Classes are taught by certified CTE teachers and vary in size. As course demands, sequences and class sizes may vary, it is important that students work closely with their Guidance Counselor, Transition Coordinator, and Parents/Guardians to choose courses that best match their interest and ability. High schools should include conversations about Coop Tech in IEP meetings to ensure that the program students receive at Coop Tech is described appropriately and included in students' IEPs.

Students who are mandated to receive full-time 1:1 paraprofessional support are expected to attend Coop Tech with either (1) their assigned paraprofessional or (2) the high school may elect to send another appropriately trained 1:1 paraprofessional with the student.

IEP mandated special transportation and related accommodations must be arranged by high schools and are expected to accompany students to Coop Tech when needed.

#### **District 75**

District 75 applicants must be referred by their home school after careful consideration with parents/guardians, D75 staff, and students. District 75 registration procedures can be accessed via the Transition Coordinator/Principal's Designee at the D75 school. In addition to the general application process, District 75 students must also submit the Articulation agreement with the application package. For more information about D75 enrollment, please contact our D75 Liaison, Rodica Miller at RMiller27@schools.nyc.gov.

It is the policy of the Department of the City of New York to provide educational opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.



### **FALL TERM 2024**

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## **Applicant Information (Please type or print clearly)**

LAST NAME FIRST NAME M.I. OSIS NUMBER  CURRENT ADDRESS (STREET) APT # CITY ZIP CODE  MM / DD / YYYY				
DATE OF BIRTH HOME NUMBER STUDENT CELL NUMBER AGE				
STUDENT EMAIL ADDRESS (Gmail Preferred)				
Are you currently in: High School D79 Program Already Graduated Date Graduated:  Current High School or D79 Program:				
Have you ever attended Coop Tech? Yes No Course Name: Date:				
Parent/Guardian Information				
LAST NAME FIRST NAME RELATIONSHIP TO STUDENT				
CURRENT ADDRESS (STREET)  APT # CITY  ZIP CODE				
PREFERRED LANGUAGE HOME NUMBER PARENT/GUARDIAN CELL NUMBER				
PARENT EMAIL ADDRESS				
PARENT/GUARDIAN SIGNATURE *Parent/Guardian signature is not required in certain situations as per Chancellor's Regulation A-101				
Emergency Contact (Must be someone other than parent/guardian & 21 or older)				
EMERGENCY CONTACT NAME  RELATIONSHIP TO STUDENT				
EMERGENCY CONTACT NUMBER				



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#### **Course Selection**

Choose your first and second course selections by indicating 1 and 2 next to the course title. DO NOT use checkmarks or x's. Courses are offered in the AM and PM sessions.

Start/End times vary based on location.

\*Course offerings are subject to change\*

Session Preference:		Session No Preference		
Bronx: Coop Tech @ Longwood Campus – 965 Longwood Ave, Bronx, NY				
☐ Electrical Installation ☐ Natural Hair Styling ☐ Barbering				
Manhattan: Coop Tech Main Campus @ 321 East 96 <sup>th</sup> Street, New York, NY				
Advertising & Design	☐ Architectural Drafting	Audio/Video Production	☐ Automotive	
☐ Barbering	☐ Carpentry	☐ Certified Nursing Assistant	☐ Computer Networking	
☐ Culinary Arts	☐ Electrical Installation	☐ Intro to Construction Trades	☐ Medical Billing & Coding	
☐ Natural Hair Styling	☐ Plumbing	☐ Vision Technology (AM Only)	☐ Web Design	
□ Welding				
Queens: Coop Tech @ Long Island City H.S., 14-30 Broadway, LIC, NY				
Automotive	☐ Carpentry			
Coop Tech @ Queens Transitional Center, 142-10 Linden Blvd, Queens, NY				
☐ Advertising & Design ☐ Automotive ☐ Barbering ☐ Culinary				
Staten Island: Coop Tech @ Concord H.S., 109 Rhine Avenue, Staten Island, NY				
Advertising & Design	☐ Intro to Constru	uction Trades 🔲 Natural H	air Styling	
Brooklyn Coop Tech@ Canarsie H.S., 1600 Rockaway Parkway, Brooklyn, NY				
Computer Networking	Culinary Arts	Intro to C	onstruction Trades	
Medical Health Careers				



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## **Applicant Essay**

How would the first course you chose help you achieve your desired career path?				
How would the second course you chose help you achieve your desired career path?				
High School/D79 Program Information				
This section must be completed for all High School/D79 Programmed students				
HIGH SCHOOL/P2G/D79 PROGRAM NAME & LOCATION				
GUIDANCE COUNSELOR EMAIL				
GUIDANCE COUNSELOR NAME  GUIDANCE COUNSELOR NUMBER & EXTENSION				
GUIDANCE COUNSELOR SIGNATURE DATE				

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