

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

**FALL TERM 2024**

## **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)
  - 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 [CoopAdmissions@schools.nyc.gov](mailto:CoopAdmissions@schools.nyc.gov) (*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](mailto: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.

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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 <input type="checkbox"/> D79 Program <input type="checkbox"/> Already Graduated <input type="checkbox"/> Date Graduated: _____			
Current High School or D79 Program: _____			
Have you ever attended Coop Tech? Yes <input type="checkbox"/> No <input type="checkbox"/> Course Name: _____ Date: _____			

**Parent/Guardian Information**

LAST NAME	FIRST NAME	RELATIONSHIP TO STUDENT
CURRENT ADDRESS (STREET)	APT #	CITY
PREFERRED LANGUAGE	HOME NUMBER	PARENT/GUARDIAN CELL NUMBER
PARENT EMAIL ADDRESS		
<p><b>PARENT/GUARDIAN SIGNATURE</b></p> <p><small>*Parent/Guardian signature is not required in certain situations as per Chancellor's Regulation A-101</small></p>		

**Emergency Contact**

*(Must be someone other than parent/guardian & 21 or older)*

EMERGENCY CONTACT NAME	RELATIONSHIP TO STUDENT
EMERGENCY CONTACT NUMBER	



