



## Coop Tech Application Information and Procedures

Thank you for your interest in applying to The School of Cooperative and Technical Education (Coop Tech). Coop Tech provides CTE courses in a variety of industry driven fields. Courses are one year in length unless otherwise noted in the course description. Course descriptions can be found online at [www.co-optech.org](http://www.co-optech.org)

In order to apply to Coop Tech, applicants must be **17-21** years old and either in high school (11<sup>th</sup>-12<sup>th</sup> grades only), a D79 Program or have already graduated. Acceptance is based on students having already earned at least 20 credits toward high school graduation and on passing the majority of current classes. Priority for acceptance is given to District 79 students, Post-Graduates, Seniors and Students who do not have access to CTE programming in their home school.

**Students must take the following steps to apply to Coop Tech (Incomplete applications will not be processed):**

**1. Complete the Coop Tech application:**

- Parent/Guardian **AND** applicant **MUST** complete, sign, date and return the application regardless of student age.
- High School and P2G Applicants: Students must attend a half day program at a home school or P2G program and have a Guidance Counselor signature from the HS/P2G program they will be attending while at Coop Tech.

**Please include HS/P2G site name.**

- Please select your 1<sup>st</sup> and 2<sup>nd</sup> course choice, session (AM or PM) and site location on page 2 of the application.

**2. Submit ALL of the following supporting documents:**

- Current transcript
- Most recent Report Card
- Copy of Diploma (for Post-graduate students)
- Most recent IEP (when applicable)

**3. Tour of Coop Tech (strongly suggested)** contact [cooptour@coopteched.org](mailto:cooptour@coopteched.org) to schedule

**4. Submit the application and supporting documentation:**

Applications and supporting documents can be submitted in the following ways:

- Scanned and emailed to [coopadmissions@schools.nyc.gov](mailto:coopadmissions@schools.nyc.gov)
- Delivered or mailed to the main campus:
  - The School of Career and Technical Education  
321 East 96<sup>th</sup> Street New York, NY 10128  
Attn: Aimee Mondschein, Guidance Counselor



## **Notification**

All students and guidance counselors will receive email notification of their application status.

## **Important Application Information**

### **Attendance**

Students are expected to attend Coop Tech on a daily basis. In order to promote satisfactory attendance, both Coop Tech and students' home schools engage in Parent/Guardian outreach and regular school to school communication. Students who wish to attend Coop Tech need to be co-enrolled and attending their HS/P2G program on a daily basis.

### **MetroCards**

Coop Tech does not issue MetroCards. MetroCards (3-way) are to be issued by students' home schools or P2G sites. Post-graduate students are not issued DOE MetroCards.

### **Lunch**

Students who are co-enrolled in a high school program are to be provided with and eat lunch at their home school.

### **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 (classes are capped at 28 students). 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. Home 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 home 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 home schools. Translators, FM units and other adaptive equipment are also arranged by home 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 and conversations 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.

# Coop Tech Application

321 East 96<sup>th</sup> Street, New York, NY 10128

Phone 212-369-8800 Fax 212-876-9290



## APPLICANT INFORMATION

(Please print or type clearly)

LAST NAME	FIRST NAME	M.I.	OSIS #
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Current Address (Street)	Apt #	City	Zip Code
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MM / DD / YYYY Date of Birth	Age	Sex F M	Area Code HOME PHONE NUMBER	Phone #	Area Code STUDENT CELL NUMBER	Phone #
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STUDENT EMAIL ADDRESS

Have you ever attended Coop Tech? Yes \_\_\_ No \_\_\_ Course Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current High School or District 79 Program and Site Location \_\_\_\_\_

Credits Earned: \_\_\_\_\_ Date of H.S. Graduation or HSE Completion: \_\_\_\_\_

## PARENT/GUARDIAN – *Must be completed to Process Application* \*

LAST NAME	FIRST NAME	M.I.	RELATIONSHIP TO STUDENT
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Current Address (Street)	Apt #	City	Zip Code
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Preferred Language	Area Code HOME PHONE NUMBER	Phone #	Area Code PARENT/GUARDIAN CELL NUMBER	Phone #
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PARENT/GUARDIAN EMAIL ADDRESS

EMERGENCY CONTACT NAME (REQUIRED) <i>MUST BE 21 OR OLDER</i> (MUST BE OTHER THAN PARENT/GUARDIAN)	EMERGENCY CONTACT PHONE (REQUIRED)
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RELATIONSHIP TO STUDENT

Parent / Guardian Signature

\* Parent / Guardian signature is not required in certain situations as per Chancellor's Regulation A-101.

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**COURSE SELECTION:** Coop Tech courses are offered in AM and PM sessions. Start / End times vary based on locations. Choose your first and second course selections by indicating 1 and 2 next to the course title. Course offerings are subject to change.

**SESSION PREFERENCE:** √ (pick **one** session)      AM SESSION \_\_\_\_ (8:30-11 am)      PM SESSION \_\_\_\_ (12:30-3 pm)      NO PREFERENCE \_\_\_\_

## MANHATTAN

### Coop Tech Main Campus at 96<sup>th</sup> Street, New York, NY

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Automotive             | <input type="checkbox"/> Welding                | <input type="checkbox"/> Bldg. Maintenance                         | <input type="checkbox"/> Vision Technology ( <u>AM only</u> )  |
| <input type="checkbox"/> Plumbing               | <input type="checkbox"/> Carpentry              | <input type="checkbox"/> Graphic Design                            | <input type="checkbox"/> Cisco Networking ( <u>AM only</u> )   |
| <input type="checkbox"/> Natural Hair Styling   | <input type="checkbox"/> Web Design             | <input type="checkbox"/> Intro to Culinary                         | <input type="checkbox"/> A+ Computer Repair ( <u>PM only</u> ) |
| <input type="checkbox"/> Barbering              | <input type="checkbox"/> Medical Billing/Coding | <input type="checkbox"/> Advanced Culinary                         | <input type="checkbox"/> Certified Nursing Assistant           |
| <input type="checkbox"/> Architectural Drafting |   | <input type="checkbox"/> Electrical Installation/ Solar Electrical |  |

### Coop Tech @ East Harlem Multi Center 413 East 120<sup>th</sup> Street (First Ave)

- Electrical

### Coop Tech @ The Horan School, 55 East 120<sup>th</sup> Street, New York, NY

- Intro to Culinary Arts
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## BRONX

### Coop Tech @ Longwood Campus, 965 Longwood Ave, Bronx, NY

- Computer Technology       Electrical       Medical Billing/Coding       Natural Hair Styling
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## QUEENS

### Coop Tech @ Long Island City H.S., 14-30 Broadway, LIC, Queens, NY

- Automotive       Carpentry

### Coop Tech @ Queens Transitional Center, 142-10 Linden Blvd., Queens, NY

- Intro to Culinary Arts       Barbering       Automotive       Building Maintenance
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## BROOKLYN

### Coop Tech @ Canarsie H.S. Campus, 1600 Rockaway Pkwy, Brooklyn, NY

- Intro to Bldg. Maint.       Intro to Culinary Arts       Graphic Design       Carpentry
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## STATEN ISLAND

### Coop Tech @ Institute for Basic Research, 1050 Forest Hill Road, Staten Island, NY

- Building Maintenance       Carpentry       Medical Billing

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**APPLICANT ESSAY: (REQUIRED)** Please submit your written response to the following questions:

**Why have you decided to apply to Coop Tech? What made you choose your course selections?  
How will this course help you on your career path?**

It is the policy of the Department of Education 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.

**SENDING SCHOOL/PROGRAM INFORMATION:** (shared instruction students must have this completed, including High School, P2G and D79 programs)

By signing this application, I certify that I have reviewed the Coop Tech materials, I have met with the student and consulted with the parent/guardian and that I recommend this student for the course(s) selected above.

\_\_\_\_\_  
Guidance Counselor Name

\_\_\_\_\_  
High School/P2G/D79 Program Name & Location

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Guidance Counselor Email (**PLEASE PRINT CLEARLY**)

Guidance Counselor Phone Number and Extension (     )     -     Ext.     \_\_\_\_\_

\_\_\_\_\_  
Guidance Counselor Signature

\_\_\_\_\_  
Date