



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

In order to apply to Coop Tech, applicants must be **17-21** years old and either in high school (11th-12th 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 high 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 D79 Applicants: Students must attend a half day program at a high school or D79 program **AND** have a Guidance Counselor signature from the HS/D79 program they will be attending while at Coop Tech.

Please include HS/D79 site name.

- Please select your 1st and 2nd 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 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
- Delivered or mailed to the main campus:
 - The School of Career and Technical Education
321 East 96th Street New York, NY 10128
Attn: Aimee Mondschein, Guidance Counselor



Notification

All students and guidance counselors will receive email notification regarding their application, after the submission deadline posted on www.co-optech.org.

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 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.

MetroCards

Coop Tech does not issue MetroCards. MetroCards (3-way) are to be issued by students' high schools or D79 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 high 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. 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. Translators, FM units and other adaptive equipment are also 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 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. For more information about D75 enrollment, please contact Transition Coordinator, Rodica Miller at RMiller27@schools.nyc.gov.

Coop Tech Application

321 East 96th Street, New York, NY 10128
Phone 212-369-8800 Fax 212-876-9290

www.co-optech.org



SPRING TERM 2019

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: _____

Have you taken a tour? Yes ___ No ___

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) <u>MUST BE 21 OR OLDER</u> (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.*

