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**Dr. Edwin M. Quezada**  
Superintendent of Schools

**Dr. Fenix Arias**  
Manager of Administration

**FIRSTNAME LASTNAME**  
**MAILING ADDRESS CITY, STATE ZIP**

To the parent(s) of: **FIRSTNAME LASTNAME**,

We are excited to welcome you to the **Online School Choice Process for the upcoming 2019-2020** school year! Your school choice selections can be submitted online between Saturday, February 2 at 12:00 a.m. through Saturday, February 16 at 1:00p.m.

#### **How do I get started?**

Visit <http://www.yonkerspublicschools.org/SchoolChoice> and click on **SCHOOL CHOICE PROCESS**. Then, enter your student's **School Choice Access Code (snapcode)**.

**SNAPCODE: XXXXX12345XXXX**

#### **What's a snapcode?**

The snapcode is a key to your child's data for the upcoming school year. You should receive a unique snapcode for each child. Make sure you enter it exactly as it appears above, with no spaces or punctuation.

#### **Should I create an account?**

- Yes. You can use your email address or cell phone number.

#### **How do I select schools?**

Use the drop-down menu to select your schools of interest. You must select:

- *Three* school choices for Elementary School students entering prekindergarten to grade 6, including PreK-5, PreK-6 and PreK-8 schools
- *Two* choices for Middle School students entering grades 7 and 8
- *Three* choices for High School students entering grades 9 to 12, specifying the magnet program of interest for each school

**Do I have to answer all the questions?**

Questions marked with a red asterisk (\*) are required.

**What if I make a mistake?**

You can move through the form using the “< Prev” and “Next >” buttons. Or if you are on the Review page, click on the underlined field. All your contact information will be visible to you.

**What if I need to make changes to my information?**

If changes need to be made to your contact information, you will need to notify Student Enrollment by phone at (914) 376-8050 or email at [studentenrollment@yonkerspublicschools.org](mailto:studentenrollment@yonkerspublicschools.org) or in person.

**I've completed the form, now what?**

Once you have finished entering your information, click “Submit” to process your information. If you cannot click on this button, you will need to make sure that you have answered all REQUIRED questions. **Once an application is submitted, it cannot be changed.** All on-time applications are treated equally.

**What if I have more than one student in the district in a transition grade? Do I need to do this for each child?**

Yes, you must complete a separate form for each child using the same account. You will need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to “snap” (or share) selected family information, which saves you time.

**I'm not sure how to answer a question. I don't understand the question.**

You can contact Student Enrollment by phone at (914) 376-8050 or email at [studentenrollment@yonkerspublicschools.org](mailto:studentenrollment@yonkerspublicschools.org) to ask any general questions about the form.

**Help! I'm having technical difficulties.**

Computers are available in Student Enrollment during the hours of operation. Our associates will answer all calls and emails. Additional details regarding documentation are available on our website.

Sincerely,

Dr. Fenix Arias