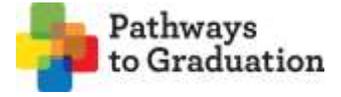




THE NEW YORK CITY DEPARTMENT OF EDUCATION  
 Brooklyn Referral Center and P2G at Marcy Ave Complex  
 832 Marcy Avenue, 2nd Fl Library  
 Brooklyn, New York 11216



Telephone (718) 636-5770

Fax (718) 398-4476

**Thank you for visiting the Referral Center for High School Alternatives. When you return, please bring the following documentation to register.**

**If registering in the NYC Department of Education for the FIRST TIME:**

- ✓ Official identification providing name and date of birth, verified by one of the following:
  - Birth certificate
  - Passport
  - Consular Identification Card
  - Driver License or Non-Driver State Photo ID Card
- ✓ **Immunization records (17 and younger) – ask your Guidance Counselor for a list of free clinics**
- ✓ Proof of address, verified by one of the following:
  - A residential utility bill
  - Documentation or letter on letterhead from federal, state, or local government agency
  - A lease agreement, deed, or mortgage statement
  - A current property tax bill
  - A water bill
  - Official payroll documentation from an employer
- ✓ Most recent transcript (if available)
- ✓ Individualized Education Program (IEP) (if applicable and available)

**If you are CURRENTLY or have PREVIOUSLY enrolled in the NYC Department of Education:**

- ✓ Identification providing name and date of birth verified by any of the documents listed above or a Student Identification Card
- ✓ **Immunization records (17 and younger) – ask your Guidance Counselor for a list of free clinics**
- ✓ Most recent transcript (if available)
- ✓ Individualized Education Program (IEP) (if applicable and available)

**APPOINTMENT REMINDER**

**Name of student:** \_\_\_\_\_

**Appointment date:** \_\_\_\_\_ **Appointment time:** \_\_\_\_\_

**Reason for appointment:**

- Overview information session
- Guidance Counselor or Parent Coordinator appointment
  - Counselor/Coordinator name (if applicable): \_\_\_\_\_
- TABE placement test
- Pathways to Graduation or College and Career Resource Center orientation

**PLEASE BE ON TIME!**