



**Central Office**  
80 Willoughby Street  
Brooklyn - NY 11201  
telephone **718.722.7634**

### How our Admissions Lottery works:

By April 3<sup>rd</sup>, any student/family who wishes to be considered for admission must submit a completed application, declaring his/her district of residency. Any corrections must be made by the family of the applicant, by updating their SchoolMint account or written reply, to Brooklyn Prospect, before our April 3<sup>rd</sup> deadline. *Following our April lottery, all admitted students will be required to provide us with proof of residency.\**

All rising kindergarten, sixth, and ninth (current Pre-Kindergarten, fifth, and eighth) grade students' applications, received by 5:00pm on April 3, will be entered into our April lottery drawing.

#### **PROOF OF DISTRICT RESIDENCY**, accepted documents- ANY ONE OF THE BELOW IS ACCEPTABLE:

- A **lease agreement, deed or mortgage statement** for the residence
- A residential **utility bill** (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison), must be dated within the past 60 days
- A **bill for cable television** services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
- Documentation or letter on **letterhead from a federal, state, or local government agency**, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor or the federal Office of Refugee Settlement, indicating the resident's name and address, must be dated within the past 60 days
- A **current property tax bill** for the residence
- A **water bill** for the residence dated within the past 90 days
- **Rent receipt** which includes the address of the residence, must be dated within the past 60 days
- State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence
- **Income tax form** for the last calendar year
- **Official NYS Driver's License** or learner's permit which has not expired
- **Official payroll documentation** from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must include home address and be dated within the past 60 days
- **Voter registration documents**, which include the name of the parent and the address of residence
- **Unexpired membership documents based upon residency** (e.g., neighborhood residents' association), which include the name of the parent and the address of residence
- **Evidence of custody of the child**, including but not limited to judicial custody orders or guardianship papers documents issued within the past 60 days with name of child and address of residence

**IF SUBLETTING OR RESIDING IN A HOME WHERE APPLICANT’S PARENT IS NOT A LEASE-HOLDER:** You must provide a notarized “Address Affidavit” signed by both the primary leaseholder and the parent affirming that the family is residing in this home, **and submit one of the forms of proof above that shows the leaseholder’s name.**

**\*UNDER THE MCKINNEY VENTO LAW, IF A STUDENT APPLICANT IS HOMELESS:** S/he is considered a school district resident if a signed form is submitted indicating that:  
a) his/her last permanently held address is in that school district  
b) his/her temporary housing is located in that school district

**PREFERENCES OFFERED IN BROOKLYN PROSPECT LOTTERY:**

1. **Sibling and Employee Preference:** All siblings of current Brooklyn Prospect students are accepted first whenever there are seats available in the grade level.
2. **Employee Child Preference:** Children of Brooklyn Prospect employees are accepted whenever there are seats available in the grade level.
3. **Free and Reduced Price Lunch Preference (all district kindergarten and in-district sixth grade applicants only):** To qualify for the free and reduced price lunch preference, students must provide one of the following forms of proof, for example:
  - a) Letter of eligibility from **New York City Department of Education (NYC DOE)** that states s/he currently receives free or reduced lunch
  - b) Current letter of eligibility from the New York State Education Department
  - c) Evidence of income and number of dependents
  - d) Letter of eligibility and/or case number from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR), if family receives any of the above benefits
  - e) Letter and/or record of placement from agency, if student is in foster care
4. **District Preference:** To receive this preference, students must **reside\*** in the district in which the school building is located (district 15 for the middle and high school Windsor Terrace Campus, or district 13 for the elementary Downtown and Clinton Hill middle school campus). District preference is solely determined by *where the student resides and not where the student attends pre-k, elementary or middle school*. The authoritative site for determining school district is <http://www1.nyc.gov/apps/311utils/addressinfo.htm>

**\*\* Failure to document preferences: Students who participate in the lottery with a preference but are unable to substantiate that preference will be placed at the end of the wait list. Preferences must be noted in the application to be applicable.**

A preliminary admissions lottery will take place for sibling, children of employees, in-district 6<sup>th</sup> grade students and all Kindergarten students residing in NYC who qualify for free or reduced priced lunch. The “sibling”, “employee”, and “free/reduced lottery” takes place just prior to the in-district and general lottery for each intake grade level.

All admissions questions or concerns please CONTACT:  
EMAIL: [admissions@brooklynprospect.org](mailto:admissions@brooklynprospect.org)

## LOTTERY AND WAITLIST RESULTS:

Our formal electronic lottery drawings will commence on the scheduled lottery day. By state law, lottery drawings are open to the public. However, please be aware that **you will not be able obtain your results the day of the lottery**. Following our public lottery, each applicant is informed by email and/or text from SchoolMint of their lottery status as follows:

### K, 6<sup>th</sup>, 9<sup>th</sup> Grade Admission:

- Following our lottery, seats are offered to rising K, 6<sup>th</sup>, and 9<sup>th</sup> grades (preferences included) by email and/or text.
- The remaining applicants, those not immediately offered a seat, also receive their lottery status by email and/or text, and **are automatically added to our rolling admissions waitlist**.
- Throughout the spring, summer and on occasion into the school year, additional offers are made according to how many of those initially drawn applicants decline a seat.

### 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and on occasion 11<sup>th</sup> Grade Admission:

- Students applying for these grade levels will automatically enter our waitlist, and are admitted based on waitlist position, and seat availability.
- Seats are offered by email and/or phone.
- Please be aware that seats are occasionally offered to students on our SchoolMint waitlist throughout the spring, summer and into the following school year.

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