

Instructions for Student Record Transfer Handout 1 (Folder)

1. Enter the student's last name
2. Enter the student's first name
3. Enter the student's 9 digit OSIS#
4. Enter the student's sex
5. Enter the student's date of birth using 2digit month, 2digit date, 2 digit year
6. Write out the name of your site
7. **THERE SHOULD NOT BE ANY DATA ENTERED IN THESE BOXES.**

Instructions for Student Record Transfer Handout 2 (Card)

Find a copy of this card online here: <https://dfoforms.nycenet.edu/Forms/Download/25-0051.01.x.pdf>

1. Enter the child's last name as per proof of birth.
2. Enter the child's first name and middle name per the proof of birth.
3. Enter the child's gender as per the proof of birth.
4. Enter the child's date of birth. Use a two digit month, a two digit day, and a two digit year. Use a zero (0) where no number is indicated. For example, June 9, 2001 would be entered as 06-09-01. Make sure that the information is selected from the proof of birth.
5. Enter the child's place of birth. You may enter the city, if the child was born in New York State, or you may enter the city and state if the child was born outside of New York State but still in the USA. If the student was born outside of the USA, please enter his/her country of birth.
6. Enter which option was submitted as proof of age for the child. The only acceptable proof of age would be an original birth certificate (with the raised seal), an original baptismal certificate, or an original passport.
7. Enter the nine (9) digit student ID (OSIS) number. This is an essential requirement on each Cumulative Record Card, and is often required more than one time per form. The Division of Early Childhood provides you with this information and it can be found in PreKIDS (miscellaneous, student roster).
8. Enter the child's father's name as indicated on the proof of birth, if available.

9. Enter the child's fathers' place of birth as indicated on the child's proof of birth if available.
10. Check this box if the child's father is deceased, and enter the year of death in this box.
11. Leave this box blank.
12. Indicate all languages spoken in the home. (Abbreviations are acceptable.)
13. Enter the mother's full name as it appears on the proof of birth.
14. Enter the mother's maiden name as it appears on the proof of birth.
15. Enter the mother's place of birth as indicated on the proof of birth if available.
16. Check this box if the mother is deceased. Indicate the year of her death.
17. Indicate the date that this child first entered your UPK program. Many children start school on the first day of the school year however some students enter after that. You are to enter the first date of attendance. Under "from" indicate if the child entered from home or from day care.
18. In this grid you will fill in the number of siblings this child has. In the first column on the left hand side of the grid, indicate the date in the first box. Leave the other columns blank. In the box directly beneath it, indicate the number of older brothers, then the number of older sisters, then younger brothers, followed by younger sisters. The rest of the grid is reserved for later use in future school years.
19. If this child does not reside with both parents, indicate the name of the adult(s) the child lives with at the time of admission to UPK.
20. Indicate the relationship of the adult(s) with whom the child lives, for example grandparents, aunt, guardian, foster parents, etc.
21. Use this space to enter the name of the adult who the child resides with if other than both parents and has changed from the name of the person at admission. Enter the date the change took place and the relationship.
22. Enter the name of the placement agency if applicable.
23. Use this box to record the child's current address, borough (use the following initials to indicate the appropriate borough Q for Queens, K for Brooklyn, X for the Bronx, M for Manhattan, and R for Staten Island). Enter the zip code and telephone number.
24. Enter your unique site ID. For example QZZZ.
25. Enter the class number(s) assigned to you by the Division of Early Childhood (DECE).
26. Enter the date that the student entered the class. (This date should be the same as #17).
27. Enter the initials of the child's classroom teacher.
28. You will enter the number of days the student will have attended school this year. You will use actual attendance records through May and will **ESTIMATE** the attendance for June.

29. You will enter the number of days the student will have been absent from school this year. You will use actual attendance records through May and will **ESTIMATE** the attendance for June.
30. You will enter the number of days the student was late to school this year. You will use actual attendance records through May and will **ESTIMATE** the attendance for June.
31. Enter the school that the student will be attending for Kindergarten. You must use the DBN (District, Borough, Number, ie 27q063). If you are not sure of the DBN, this information can be found on the Department of Education website @ <https://www.schools.nyc.gov/find-a-school>
32. Enter the last day of school for your program (in most cases this will be 6/26/2019).
33. Enter "Promotion" for the reason