

September 16, 2011

Dear Colleagues,

It is once again time to distribute the admissions policies for the Columbia K-8 School for Children. The School, which opened in the fall of 2003, is a very successful educational institution for students and families both from within Columbia and from our neighboring community. Unfortunately, it is not possible to accommodate all of the demand, particularly at the kindergarten level. To manage this, we follow a process for allocating seats that was developed by a faculty committee. Accordingly, a certain block of spaces are reserved for new recruits and retentions; another block is allocated to siblings of children already in the School; and the remainder are distributed through a lottery process.¹

Officers must be eligible for the University's Primary Tuition Scholarship (PTS) benefit in order to be eligible to submit an application to the School. The PTS benefit is restricted to full-time officers whose principal residence and that of their children are within the five boroughs of New York City.

Siblings

As indicated in the August 2009 letter to the community, the percentage of siblings admitted to the incoming fall 2012 kindergarten class will be 20%.² There is an early admission process for families wishing to apply under sibling preference so that those admitted within this pool will not have to go through the process of applying to multiple schools when our school is their first choice. We require that the non-refundable tuition deposit be paid at the point that the sibling is admitted; waiting to pay until the regular February tuition deposit deadline is not an option. Offers of admission will be determined through a lottery process in the event that there are more families seeking admission to the kindergarten through this avenue than there are slots set aside for siblings. First priority in the sibling lottery will go to Group I families, followed by Group II families and then Group III families.

Recruitments/Retentions

In addition, there is a cap of approximately 50% on prior commitments for recruitments and retentions. Schools have been given allotments for slots in the incoming kindergarten class against which deans and vice presidents can make commitments for Group I faculty only; these allocations may not be used for Group II or Group III families. Faculty already at Columbia and holding commitments must go through the early admission process and pay the non-refundable tuition deposit by the stated deadline in the fall semester. Any commitments for which the K-8

¹ The lottery gives:

- first priority to officers of instruction of professorial rank (assistant, associate, and full professors; professors of practice; clinical professors);
- second priority to other academic officers (officers of the libraries, research officers, teachers in the School itself, and other officers of instruction not included in the first category); and
- third priority to officers of administration and other employees of the University.

² Sibling preference is available only for admission to the kindergarten, and only those siblings who reside in the same household with currently-enrolled students who will still be enrolled in the School as of September 2012 are eligible to apply for the sibling preference.

School for Children has not yet received the non-refundable tuition deposit by the announced deadline will automatically be available for use in the general lottery.³ As in the past, commitments can only be made for children that a faculty member already has; they cannot be made for unborn children.

General Lottery

Approximately a third of the kindergarten seats will be available for distribution through the lottery to other Group I faculty families (or Group II and III families in the unlikely event that space were to be available). All uncommitted slots that schools do not use from their allotments are automatically added to the lottery pool. Completed applications are due by 5:00 p.m. on December 15, 2011, and the general lottery will be run in late January/early February as is the customary practice. Between February and the start of the new school year, any slot that had been committed to a recruitment or retention that is subsequently freed will also go into the general lottery pool.

Other Grades

Admission to all other grades follows these same procedures. Many grades are filled with continuing students who are moving into the next grade. There are often opportunities for admission at the middle school level in grades 6, 7 and even 8. Any available seats will be assigned by the Office of the Provost, with first priority given to the recruitment of incoming Group I faculty members.

Information and Other Resources

Information on the Columbia K-8 School for Children and its admissions process can be found on the Columbia website at <http://theschool.columbia.edu>. The Office of Admissions at the School can be reached via e-mail at admissions@theschool.columbia.edu or by phone at 212-851-4216.

The School and Child Care Search Service is also an excellent resource for helping Columbia families examine the full range of opportunities in private, parochial and public schools. The Service can be reached at: <http://worklife.columbia.edu/schools-child-care>; phone: 212-851-9180; fax: 212-851-1886.

Sincerely,

John H. Coatsworth

³ Any officer who pays the deposit for a fall 2012 slot but then withdraws the child after the June 30, 2012 notification deadline will be responsible for the fall 2012 semester tuition.