

The Launch Crew



1580 Dean St, Brooklyn, NY 11213

Special Congrats from:

Amanda Leake, Co-Head of School
Shamikah Kenlock, Co-Head of School
Alexis Rubin, Chief Operating Officer
Jahaira Welch, Enrichment Manager



Miko Simmons-Jones

Outreach Coordinator &
Proud Parent of a Launch
Graduate (Class of 2018)




Congratulations & Welcome to The Launch Crew!

AFTER THE LOTTERY, HOW DO I ENROLL?

Are you comfortable enrolling online?

Log in to SchoolMint (<https://launch.schoolmint.net/signin>) and **ACCEPT** our offer of a seat. After you've accepted the offer, proceed to registration.



Online Enrollment System

Need Help with
SchoolMint? support@schoolmint.com, (855) 957-3535 | Need Help with
Application? msimmons@launchschool.org, (718) 715-1166

Language: English ▾

Welcome to Launch! Please enter your login information below.
*We are accepting applications for grades 6, 7, 8 & 9 for the 2025-2026 school year.
Our public lottery is Tuesday, April 1, 2025 at 9 AM.*
For support with applications, contact Miko @ 718-715-1166, msimmons@launchschool.org.

Log In

Username

[Forgot Username?](#)

Password

ENROLLMENT PROCEDURE



AFTER THE LOTTERY, HOW DO I ENROLL?

Registration is complete once you've filled out the forms, uploaded the required documents, and clicked **"Submit Forms."**

Dashboards ▾Application IndexReports ▾Communications ▾Admissions ▾Settings

Student search

Application Grade Level: Sixth Grade

School: Launch Expeditionary Learning Charter School

Please click on each section below and fill in all requested and required registration information.

Your school may require some forms to be printed and submitted to the school's office. After you submit your forms, a link for the PDF version of your forms will be available for printing on the Student Dashboard.

* = Required

Student Bio II

Medical History

Release Forms

Contacts

Parent Involvement

WalkMe



ENROLLMENT PROCEDURE

AFTER THE LOTTERY, HOW DO I ENROLL?

Would you prefer to receive assistance from the Enrollment Team?

ENROLLMENT SUPPORT SESSIONS

For enrollment support dates and times, look in your welcome packet for the flyer *It's Time to Enroll at Launch*.

1-1 PHONE SUPPORT

An Enrollment Team member is available to help you complete enrollment forms and submit registration documents. For appointments, email admissions@launchschool.org, or call Miko Simmons at 718-715-1166.



ENROLLMENT PROCEDURE

AFTER THE LOTTERY, HOW DO I ENROLL?

Is a paper form more your style!



Enroll Your Student Today!

LAUNCH ENROLLMENT FORM 2025–2026

I. Student Bio

Student Name _____ Preferred Name _____
FIRST NAME MIDDLE NAME LAST NAME

Street Address _____ Apartment/Unit _____

City _____ State _____ Zip Code _____

Gender Male ☐ Female ☐ Non-Binary ☐ Date of Birth ____/____/____ Birth Place _____
MM DD YYYY STATE OR COUNTRY

Grade Entering 6th ☐ 7th ☐ 8th ☐ 9th ☐

Race Background _____ Ethnic Background _____

Black or African American ☐ Hispanic ☐ White ☐ Asian ☐ Hispanic or Latino/a ☐

American Indian ☐ Pacific Islander ☐ Not Specified ☐ Not Hispanic or Latino/a ☐

II. Student Residency Form

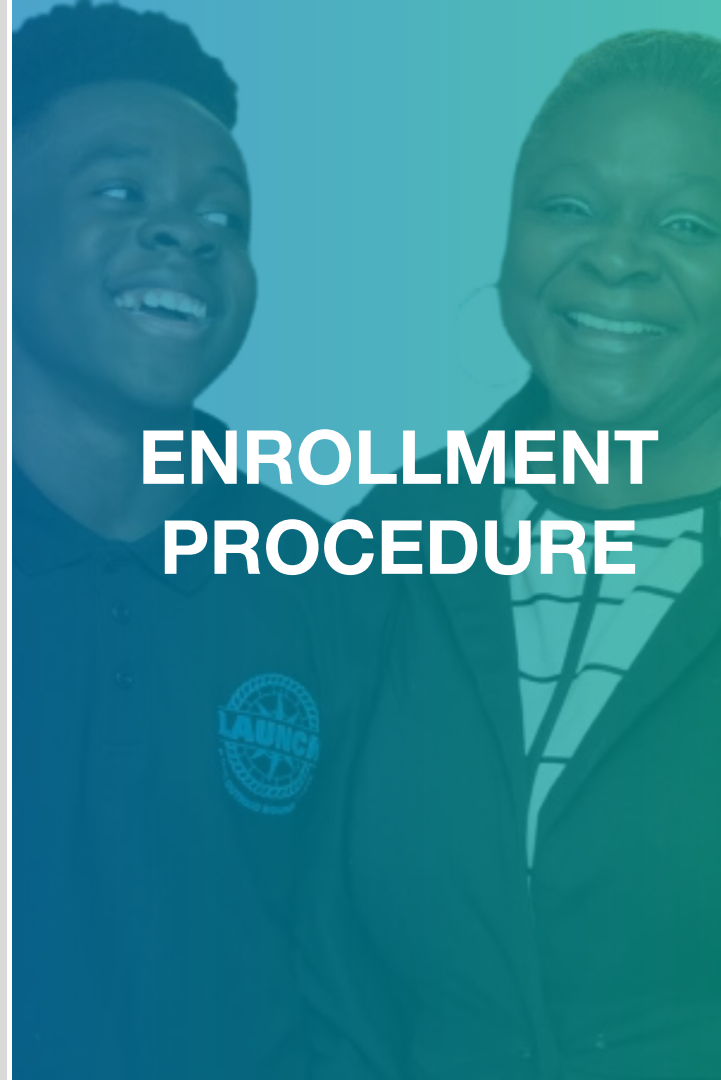
This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435 and must be completed for each student. The information you provide is confidential. Your child will not be discriminated against based upon the information provided. Please complete the following questions regarding the student's housing in order to help determine

This form is in the welcome packet you received in the mail and on our [website](#).

Simply fill it out, attach copies of registration documents and drop it off. We'll take care of the rest.

Launch Address:
PS 243 Weeksville Bldg
1580 Dean St, 3rd Fl
Brooklyn, NY 11213
(corner of Troy Ave)

ENROLLMENT PROCEDURE



Launch Required Registration Documents

Child's Birth Certificate (or proof of guardianship)

- Does child's birth certificate have his/her correct name? If a name change was made, please submit appropriate documentation.
- Does child's birth certificate have your name listed? If you are not the birth parent, please submit proof of guardianship.

Parent/Guardian Proof of Residence

Any of the below documents meet the criteria for proof of residence.

- Apartment lease or deed
- Official NYS Driver's License, Learner's Permit, or Non-Driver ID [which has not expired]
- A current billing statement [dated within the past 60 days]:
 - Gas utility bill

- Electricity utility bill
- Receipt of rent payment
- Pay stub from employer
- Bank statement

Is the parent/guardian name on the proof of residence identical to the name on the enrollment form?

Documents Required by the beginning of School

- Medical Paperwork:
 - Immunization Records [***most important. Your child will not be able to attend school without up-to-date immunizations***]
 - Physical Exam [current]
 - Medical Administration Form (Asthma, Allergies, Diabetes medications, etc.)
- Student's most recent report card (if available)





Examples of Registration Documents

Upload them in SchoolMint, bring them to an enrollment session, or drop them off in the main office with the enrollment form.

THE CITY OF NEW YORK
VITAL RECORDS CERTIFICATE

CERTIFICATE OF BIRTH REGISTRATION

NEW YORK CITY
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE

DATE FILED 2003 OCT 28 P 12: 32

Birth No. [REDACTED]

1. FULL NAME OF CHILD	First Name Ray	Middle Name [REDACTED]	Last Name [REDACTED]
2. SEX Male	3a. NUMBER DELIVERED of this pregnancy 1 3b. If more than one, number of this child in order of delivery	4a. DATE OF CHILD'S BIRTH (Month) (Day) (Year) October [REDACTED]	4b. HOUR 03:29 PM
5. PLACE OF BIRTH	5a. NEW YORK CITY BOROUGH OF Queens	5b. Name of Facility (if not in institution, street address) New York Hospital Queens	5c. Hospital
6a. MOTHER'S FULL MAIDEN NAME Miko [REDACTED]	6b. MOTHER'S DATE OF BIRTH (Month) (Day) (Year) [REDACTED]	6c. MOTHER'S BIRTHPLACE City & State or foreign country [REDACTED]	
7. MOTHER'S USUAL RESIDENCE a. State NY	b. County Kings	7c. City, town, or location New York	7d. Street and house number [REDACTED]
		Zip [REDACTED]	7e. Inside city limits of 7c? Yes
8a. FATHER'S FULL NAME		8b. FATHER'S DATE OF BIRTH	

Parent's Name:

Does it match the name on the enrollment form?

Child's Name:

Does it match the name on the enrollment form?

DOB:

Does it match the enrollment form?

Sample Lease I

Parent or Guardian:

The name & address on apartment lease must match the enrollment form.

Lease must be current.

 **55** Apartment lease, comprehensive form, rules, guaranty, plain English, 11-15

PREPARED BY **ARNOLD MANDELL, L.L.B.**

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LEASE AGREEMENT

The Landlord and Tenant agree to lease the Apartment for the Term and at the Rent stated on these terms:

LANDLORD:

TENANT:

Address for Notices _____

Apartment (and terrace, if any) _____ at _____

Bank _____

Lease date: _____	Term _____ beginning _____ ending _____	Yearly Rent \$ _____ Monthly Rent \$ _____ Security \$ _____
Broker* _____		

Rider Additional terms on _____ page(s) initialed at the end by the parties is attached and made a part of this Lease.

1. Use The Apartment must be used only as a private Apartment to live in as the primary residence of the Tenant and for no other reason. Only a party signing this Lease may use the Apartment. This is subject to Tenant's rights under the Apartment Sharing Law and to limits on the number of people who may legally occupy an Apartment of this size.

be deemed released. The Landlord may use the security as stated in this section. Landlord may put the security in any place permitted by law. Tenant's security will bear interest only if required by law. Landlord will give Tenant the interest when Landlord is required to return the security to Tenant. Any interest returned to Tenant will be less the sum Landlord is allowed to keep for expenses. Landlord need not give Tenant interest on the security if Tenant is

Sample Lease II

Parent or Guardian:

The name & address on apartment lease must match the enrollment form.
Lease must be current.

PART II: SAMPLE RESIDENTIAL LEASE AGREEMENT

THIS AGREEMENT is executed between the _____ Housing Authority (herein called "PHA"), and _____ (herein called the "Tenant"), and becomes effective as of this date: _____ [966.4 (a)]

(1) Unit: That the PHA, relying upon the representations of Tenant as to Tenant's income, household composition and housing need, leases to Tenant, (upon Terms and Conditions set forth in Part I of this Lease agreement) the dwelling unit LOCATED at _____ (and hereinafter called the "premises") to be occupied exclusively as a private residence by Tenant and household. The Tenant UNIT NUMBER is: _____. [966.4 (a)]

(2) Household Composition: The Tenant's household is composed of the individuals listed below. (Other than the Head or Spouse each household member should be listed by age, oldest to youngest. [966.4 (a)(2)] All members of the household over age 18 shall execute the lease.

Name	Relationship	Age & Birthdate	Social Security #
1.	Head	___ / ___ / ___	___-___-___
2		___ / ___ / ___	___-___-___
3		___ / ___ / ___	___-___-___
4		___ / ___ / ___	___-___-___

**Parent or
Guardian
Name:**

Does this
name match
the name on
the
enrollment
form?



Address:

Does this
address match
address on
enrollment form?

Non-expired ID:
The ID must be current

Parent or Guardian:

Is this the name & address that appears on the enrollment form?

1 **conEdison**

BARBARA MONROE

Your account number: 83-3750-4962-0003-0

Service delivered to: 42-40 1 ST HSE

Your electric rate: EL1 Residential or Religious

Next meter reading date: Tuesday, Dec 13, 2016

3 Working for you 24/7.

Message Center

With 08 month(s) remaining, your LEVEL PAYMENT AMOUNT billed to date of \$180.00 is \$193.87 less than your ACTUAL CHARGES to date of \$373.87. To stay current on your Level Payment Plan, please pay the TOTAL AMOUNT DUE shown.

Energy prices and your monthly usage affects your Con

conEdison **Direct Payment Record**
Do not Pay

Your account number: 83-3750-4962-0003-0

Total amount due: \$45.00

The amount of \$45.00 will be automatically deducted from your bank on Nov 28, 2016.

Direct Payment Plan
Do not mail a payment

BARBARA MONROE
42-40 1 ST HSE
FLUSHING NY 11358-2624

0005336

X15

Company code

ST ANGELA MERICI SCHOOL
266 E 163RD STREET
BRONX, NY 10451

Earnings Statement

Pay Period: 8/01/2005 to 8/15/2005

Pay Date: 8/19/2005

Employee Number: 0005 File number

Department Number:

Social Security Number:

Marital Status: MARRIED

Number Of Allowances: 00

Rate: 50.0000

KAREN BACETTI
19 NOEL COURT
BREWSTER, NY 10509

**Parent or
Guardian:**

Is this the name &
address that
appears on the
enrollment form?

Federal Withholding

Hours and Earnings				Taxes and Deductions		
Description	Hours	This Period	Year-To-Date	Description	This Period	Year-To-Date
REGULAR			6000.00	FICA	113.15	1816.69
SALARY		1478.96	17747.52	FED WT	142.05	2838.93
				NY ST	63.43	1172.16
				SAVE 1	10.00	
				SAVE 2	20.00	



We need legible documents!

Please follow the steps to take clear pictures with your camera phone.

Thank you!

Camera Phone Tips:

- Turn off your flash. Flashes tend to reflect harshly off of white surfaces like paper. The result is a washed-out image.
- Turn on HDR (High Dynamic Range imaging). Most camera phones have this feature. Instead of just taking one photo, HDR uses three or more photos taken at different exposures. Choose the best photo.
- Find the best lighting. Since you can't use a flash, the document needs to have ample natural light. Position the document near a window or directly under a lamp.

Continued on next page



Camera Phone Tips:

- Smooth out any lines or creases on the document.
- Try to fill the camera frame with as much of the document as possible.
- For note-size pieces of paper (*less than 8 1/2" x 11"*) and driver license, you may want to rotate your camera 90 degrees so that the document fills even more of the screen.
- Hold the camera phone with both hands to keep it steady. Slight movements can produce a blurry image, especially in low-light situations.





TOGETHER,

WE CAN ACHIEVE MORE THAN WE THOUGHT POSSIBLE.

