

Forms & Flows (formerly Operoo) Best Practice Templates for NYC

Following is the list of all NYCDOE templates that are available in Forms & Flows (formerly Operoo). Simply choose them when creating a new form and you will be able to edit them if needed. **IMPORTANT NOTE:** templates that are marked as *(prints as pdf)* should not be edited as the pdf will no longer print - it requires the form to remain as built. Forms in **bold** are popular first forms chosen for new schools.

Searching for a template

You can copy and paste the name of the template from this document into the search box in the Templates area or type a word from the name to narrow your choices.

> Use an Operoo Best Practice Parent eForm Template

Search...

Popular Forms for New School Implementations

Parent Form Templates

- **Media Consent for NYC Public School Use** *(prints as pdf)* (popular first parent form)
- **Permission to Walk Home Slip 4-5 Grades** (popular first parent form)
- **2021 Emergency Contact Card (BlueCard)** *(prints as pdf)* (popular first parent form)
- **Discipline Contract 6-12** (popular first parent form)
- **Discipline Contract K-5** (popular first parent form)

Staff Form Templates

- **Personnel Emergency Contact Card** (popular first staff form)
- **Hourly Professional Personnel Time Report (Per Session Time Sheet) Template** *(prints as pdf)* (popular first staff form)
- **Request for Personal Business Days** (popular first staff form)
- **Request for Vacation Days School Year 2022** (popular first staff form)

All Templates

Parent Form Templates

Attendance

- Absent Note
- Attendance Letter_10 or More Days Absent with Above 90% Attendance Rate
- Attendance Letter_10 or More Days Absent with Below 90% Attendance Rate
- Attendance Letter_5 to 9 Days Absent

Chancellor Letters Archive

Last 60 Days

- June 2025: What's Happening in NYC Public Schools

Last 30 Days

- September 2025: Welcome Back to School! A Message from Chancellor Aviles-Ramos
- October 2025: What's Happening in NYC Public Schools

Consent Forms

- Annual Notification About Consent to Release Information for Medicaid Reimbursement Consent Form to Submit Accommodations Request for College Board Exams (*prints as pdf*)
- Media Consent Form for Third-Party, Non-Profit Use
- **Media Consent for NYC Public School Use (*prints as pdf*) (popular first parent form)**
- **Permission to Walk Home Slip 4-5 Grades (popular first parent form)**
- Parents Consent to Release of Student Records (*prints as pdf*)
- Student Returning Home for Remote Learning Permission Slip

Contracts

- 6-12 Safety Contract Involving Use of Hazardous Materials/Tools at Home
- 6-12 Safety Contract Non Hazardous Materials/Tools at Home
- Cell Phone Contract
- **Discipline Contract 6-12 (popular first parent form)**
- **Discipline Contract K-5 (popular first parent form)**
- Safety Contract for at Home Hands-on Science Projects (*prints as pdf*)



- Student Device Loan Agreement *(prints as pdf)*

ELL

- Continued Entitlement for ELL Services
- ELL Entitlement Letter
- ELL Parent Survey and Program Agreement *(prints as pdf)*

Field Trip Permission Slips

- Trip Day Parent Consent *(prints as pdf)* (event)
- Trip International Parent Consent (event)
- Trip Overnight/Extended Day Parent Consent (event)

General Use

- 2023-24 End of Year Questionnaire for Families and Caregivers *(prints as pdf)*
- **2021 Emergency Contact Card (BlueCard)** *(prints as pdf)* (popular first parent form)
- 2025-2026 Family Income Inquiry Form (Lunch Form) *(prints as pdf)*
- 21st Century Community Learning Centers Student Enrollment Form 23-24
- 504 Accommodations: Student & Family Guide
- 60 Day Policy
- DESSA Screener Letter
- DYCD Universal Intake: Youth & Adult Application 2024-25
- FederalParent/Guardian Student Ethnic and Race Identification *(prints as pdf)*
- Global Kids Student Enrollment Form *(prints as pdf)*
- Grade Change to CR
- Health Screening Questionnaire @MonthDayYear
- Metrocard/OMNYcard Replacement
- New York City Department of Education Student Records Request Form
- Notice of Non-Discrimination Under 504
- NYCDOE School Year Calendar 2025-2026
- NYC Kids Rise College Savings Program
- Parent Letter - 504 Accommodations New Students 24-25 SY
- Remote Access Survey
- Request for Health Services/Section 504 Accommodations/HIPAA 2025-2026 *(prints as pdf)*
- Request to Identify Parents on Active Duty in the Armed Forces 2022 *(prints as pdf)*
- SLT Remuneration Form (Parent) *(prints as pdf)*
- Specialized High School Registration Survey - NEEDS STUDENT SIGNATURE
- Sth Title 1 Survey
- Student and Parent Complaint Reporting Form
- Summer School Letter
- Support School Funding



SchoolStatus Forms & Flows

Health Forms

- Authorization for Release of Health Information Pursuant to HIPAA (*prints as pdf*)
- NYCDOE Decline of Vision Program (*prints as pdf*)
- Department of Health Fight Flu at Home and School Information
- Guidelines for Health Service and Section 504 Accommodations 2025-26
- Immunization Requirements Letter and Chart for 25-26 School Year
- Individual Lice Letter
- Required NYS School Health Examination Form
- Request for Provision of Medically Prescribed Treatment (Non-Medication) 2025-2026
- Warning Notice: Your Child's Immunization Status

Opt Out Forms

- 2025 Military Opt-Out Form (*prints as pdf*)
- CATCH Opt-Out Letter 2025 (*prints as pdf*)
- Condom Availability Program Parent Notification Letter
- Opt Out Form for the National Student Clearinghouse 2022-2023 SY (Self Service) (*prints as pdf*)

PROMOTION IN DOUBT

Credits Only

- Promotion in Doubt Credits Only (LTR 12) Grades 9-12 Safety Net Eligible
- Promotion in Doubt Credits Only (LTR 13) Grades 9-12

Credits and Exams

- Promotion in Doubt Credits and Exams (LTR 12) Grades 9-12 Safety Net Eligible
- Promotion in Doubt Credits and Exams (LTR 13) Grades 9-12

ELA

- Promotion in Doubt ELA (LTR 6,7,11) Grade 8
- Promotion in Doubt ELA Only (LTR 2,3,5) Grades 3-7

ELA and Mathematics

- Promotion in Doubt ELA and Mathematics (LTR 2,3,5) Grades 3-7 (updt'd 2024)
- Promotion in Doubt ELA and Mathematics (LTR 6,7,11) Grade 8
- Promotion in Doubt ELA and Mathematics (LTR 9) Grade 8 (updt'd 2024)

ELA, Mathematics, Social Studies, and Science

- Promotion in Doubt ELA, Mathematics, Social Studies and Science (LTR 6,7,11) Grade 8 (updt'd 2024)





SchoolStatus Forms & Flows

- Promotion in Doubt ELA, Mathematics, Social Studies and Science (LTR 7,11) Grade 8 - June 2022

2022 ENL Only

- Promotion in Doubt ENL Only (LTR 4) Grades 3-7

ENL and Mathematics

- Promotion in Doubt ENL and Mathematics (LTR 4) Grades 3-7 (updt'd 2024)
- Promotion in Doubt ENL and Mathematics (LTR 8) Grade 8 (updt'd 2024)

Exams Only

- Promotion in Doubt Exams Only (LTR 12) Grades 9-12 Safety Net Eligible
- Promotion in Doubt Exams Only (LTR 13) Grades 9-12

K-2

- Promotion in Doubt (LTR 1) Grades K-2

Mathematics

- Promotion in Doubt Mathematics (LTR 6,7,11) Grade 8
- Promotion in Doubt Mathematics Only (LTR 2,3,5) Grades 3-7
- Promotion in Doubt Mathematics Only (LTR 4) Grades 3-7

PSAL

- PSAL Interscholastic Athletics Parental Consent Form (*prints as pdf*)

Parent Teacher Conferences

- Parent Teacher Conference ES - November 2025: [Teacher Name]
- Parent Teacher Conference HS - November 2025: [Teacher Name]
- Parent Teacher Conference MS - November 2025: [Teacher Name]

Registration

3K_PreK

- NYC ECE (3K & PreK) Program Registration - New Students 23-24
- NYC ECE (3K & PreK) Program Registration - Returning Students 23-24
- NYC ECE Program Registration - SDY & Head Start Welcome Letter 23-24

General

- Home Language Identification Survey (*prints as pdf*)
- Parent/Guardian Student Ethnic Identification (*prints as pdf*)
- Proof of Age
- Proof of Immunization





SchoolStatus Forms & Flows

- Student Registration Form 2023 (*prints as pdf*)
- Student Gender Identification Form (*prints as pdf*)

Health

- Allergies/Anaphylaxis Medication Administration Form 2025-2026
- Asthma Medication Administration Form 2025-2026
- Child and Adolescent Health Examination Form
- Diabetes Medication Administration Form 2025-2026
- General Medication Administration Form 2025-2026
- Health Forms - Cover Letter For Families - From Office of School Health
- Health Forms - Letter from School to Families
- Medical Accommodations Request Form 2025-2026
- Medical Requirements for Child Care and New School Entrants 2021
- Medical Review of Student With Severe Allergies
- Seizure Medication Administration Form 2025-2026

Kindergarten

- New Kindergarten Admit Questionnaire (*prints as pdf*)

Other

- 504 Accommodations Reauthorization Letter 24-25 SY
- ATS Admissions/Discharge/Transfer Form
- IEP Needs for Registration
- Non Parent Custodian Affidavit
- Parent Affidavit
- Preferred Language Form
- Pre-Registration Checklist
- Student Discharge Form

PreK

- NYSED Emergent Multilingual Learners Language Profile for PreK Students
- Pre-K Beginning of the Year Questionnaire for Families
- Pre-K Language Needs Survey
- Ready 4K Parent Enrollment Form

Residency

- Housing Questionnaire (*prints as pdf*)
- Non-Notarized Third Party Statement of Residency
- Parent Affidavit of Residency
- Parent Affidavit of Residency 2021
- Proof of Residence



Policies

- DYCD - Summer Rising Supplemental Enrollment Form (*prints as pdf*)
- ICT Acceptable Use Agreement - sample
- Media Consent Form - sample
- Senior Contract & Information Sheet (*prints as pdf*)

Staff Form Templates

Anecdotal Student Log Templates

- General Behavioral Student Log TEMPLATE (student log form)
- Major Incident Form (Office Addressed) TEMPLATE (student log form)
- Minor Incident Form (Teacher Addressed) TEMPLATE (student log form)
- PBIS Recognition Form TEMPLATE (student log form)

Incident Reports

- Bullying Incident Report (student log form)
- Classroom Incident Report (student log form)
- House Points (student log form)
- Illness Report (send to parent) (student log form)
- Incident / Illness Report Slip (student log form)
- Sick Bay Visit (student log form)
- Student Incident Report - simple (student log form)
- Student Injury Report - detailed (student log form)

New York City DOE

- CT_Vocational Assessment Level 1 Teacher Evaluation of Student

Field Trips

- Field Trip Meal Request Form (*prints as pdf*)
- School Trip - Teacher Coverage Request
- Trip Plan 2022 (*prints as pdf*)

General Use

- Authorization for Imprest Fund Expenditure_SIPP
- Authorization to Collect General School Funds Form
- Chemical Inventory (*prints as pdf*)
- Health Forms - Tip Sheet for Staff
- Health Screenings (student log form)
- PA Announcement
- **Personnel Emergency Contact Card (popular first staff form)**





SchoolStatus Forms & Flows

- SLT Remuneration Form (Staff) *(prints as pdf)*
- Transcript Update Form *(prints as pdf)*

HR

- Application for Compensatory Time Position
- Electronic Fund Transfer Application *(prints as pdf)*
- FMLA Application
- Health Benefits Application/Change Application *(prints as pdf)*
- **Hourly Professional Personnel Time Report (Per Session Time Sheet) Template** *(prints as pdf)* **(popular first staff form)**
- NYCDOE Comprehensive Injury Report - PART A - FACT SHEET *(prints as pdf)*
- NYCDOE Comprehensive Injury Report - PART B - INJURY DESCRIPTION *(prints as pdf)*
- NYCDOE Comprehensive Injury Report - PART C- WITNESS STATEMENT *((prints as pdf)*
- OP 175 2024-2025 *(prints as pdf)*
- OP 175 2025-2026 *(prints as pdf)*
- OP 198 Application For Excuse of Absence For Personal Illness (SickLeave) *(prints as pdf)*
- OP 201 Application for Excuse of Absence Without Pay or Non Attendance *(prints as pdf)*
- OP 221 *(prints as pdf)*
- OP 40 - Application for Retirement Leave of Absence (Terminal Leave) *(prints as pdf)*
- PD 19: Application for Excuse of Absence with Pay for Administrative Employees *(prints as pdf)*
- Per Session Unused Sick Time Transfer Form *(prints as pdf)*
- **Request for Personal Business Days (popular first staff form)**
- **Request for Vacation Days School Year 2022 (popular first staff form)**

Requests

- Copy Center Request
- Request for Coverage of a Teacher's Program
- Request for Off-Site Equipment Utilization *(prints as pdf)*
- Request for Reimbursement
- Request for Use of School Facilities
- Room Request
- Supply Request
- Technology Support Request

Teacher Forms

- Fund-Raising Activities *(prints as pdf)*
- Observation Option Selection





SchoolStatus Forms & Flows

- Teacher Preference Sheet
- Teacher Preference Sheet for SY 24-25 TEMPLATE
- Teacher's Choice Accountability Form 2024-2025 (*prints as pdf*)
- Teacher's Choice Outstanding Accountability Report 2022-2023 (*prints as pdf*)
- Teacher Self Reflection

