NYC™ Department of Education

Carmen Fariña, Chancellor

INSTRUCTIONAL FOOTPRINTS

The NYC DOE Footprints
School Program for Assessment of DOE buildings

Decisions about the use of space in the New York City Department of Education (NYC DOE) buildings are made by the Facilities Portfolio Committee in consultation with the Division of Strategy and Policy and the Division School Support. An analysis of enrollment trends at the city, district, and building levels, coupled with a review of building utilization, and on-site assessments, are the primary drivers for these decisions.

The Enrollment-Capacity-Utilization Report (The Blue Book) remains the city-wide standard for assessing capacity within NYC DOE buildings. The NYC DOE Instructional Footprint (The Footprint) is an instructional translation of the information in the Blue Book, and is meant to assist school managers and staff in efficient programming of space. Key stakeholders throughout the Department of Education including the School Construction Authority, the Division of Space Management, the Division of Teaching and Learning, the Division of Special Education and school principals were involved in developing these parameters.

The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in NYC DOE buildings. In co-location arrangements, the parameters outlined in The Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint represents a baseline for space allocation and, where possible, additional space should be allocated.

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GENERAL EDUCATION FOOTPRINT

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New York City Department of Education Instructional Footprint
School Program for Assessment of DOE Buildings

NOTES:

1. Does not include campus assets/shared spaces: cafeteria, auditorium, library, gymnasium, nurses office, etc.

2. The only positions with the expectation of private space are: Principal, Guidance counselor(s), Social Worker(s), IEP Team (Building-wide).

3. *The resource/SETSS room is not included in the instructional room count.*

4. For grades K-5, the Footprint assumes that students are stationary and for grades 6-12 it assumes that students move from class to class and that classrooms should be programmed for maximum efficiency. Special Education classrooms and pre-kindergarten classrooms should be allocated according to the number of classes the school serves (per the Office of Student Enrollment/Division of School Budget Planning and Operations).

5. At the elementary school level, cluster rooms are allocated as follows (Blue Book, P2):

All Schools	
Enrollment (#)	Cluster Rooms (#)
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

6. Schools will be allocated full size classrooms for cluster and specialty rooms. Certain course offerings may require rooms with an area greater than 500 square feet. The Division of Space Management will accommodate these course offerings to the extent larger rooms exist in the building.

7. Adequate storage will be provided for all organizations within the building

8. Self contained Special Education classes with student ratios of 6;1;1, 8;1;1.12;1;1 and all other self contained models will receive size appropriate space allocations varying from 240 to 499 square feet.

9. Designation of students with disabilities in K-5 as being served in a single classroom does not preclude a school from implementing flexible models of service deliveries. Space allocation adjustments may be made in consultation with the Division of Space Management, the Division of Students with Disabilities and the Division of English Language Learners as appropriate based on the profile of the Special Education population.

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New York City Department of Education Instructional Footprint (The Footprint)
School program for assessment of DOE buildings

ELEMENTARY SCHOOL (GRADES K-5)[1]	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM	
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE		
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750	1,000
Typical Classrooms (1-3)	6	9	12	15	18	500 -	750
Typical Classrooms (4-5)	4	6	8	10	12	500 -	750
ROOM COUNT	**12**	**18**	**24**	**30**	**36**	**1,750**	**2,500**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms[6]							
Cluster Room w/storage (i.e. art, music)[5]	3	3	3	3	4	500 -	1,300
Resource Room[3]	2	2	4	5	6	240 -	499
ROOM COUNT	**5**	**5**	**7**	**8**	**10**	**740**	**1,799**
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2]							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1.5 - 2.5 Classrooms					750 -	1,875
Administrative Services[2]							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 1.5 - 3.0 Classrooms					750 -	2,250
TOTAL PROGRAMMED AREA	**Equivalent of 3.0 - 5.5 Classrooms**					**1,500 -**	**4,125**

New York City Department of Education Instructional Footprint (The Footprint)
School program for assessment of DOE buildings

ELEMENTARY / MIDDLE SCHOOL (GRADES K-8)[1]	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM	
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE		
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750	1,000
Typical Classrooms (1-3)	6	9	12	15	18	500 -	750
Typical Classrooms (4-5)	4	6	8	10	12	500 -	750
Typical Classrooms (6-8)	4	6	9	11	12	500 -	750
Specialty Classrooms[6]							
6-8 Specialty Room w/storage (i.e. art, music)	1	2	2	3	4	500 -	1,300
Science Classrooms							
Science Classroom/Demonstration	1	1	1	1	2	750 -	1,000
ROOM COUNT	**18**	**27**	**36**	**45**	**54**	**3,500**	**5,550**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms							
K-5 Cluster Room w/storage (i.e. art, music)[5]	3	3	3	3	4	500 -	1,300
Resource Room[3]	2	2	4	5	6	240 -	499
ROOM COUNT	**5**	**5**	**7**	**8**	**10**	**740**	**1,799**
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2]							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1.5 - 2.5 Classrooms					750 -	1,875
Administrative Services[2]							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2.5 - 3.5 Classrooms					1,250 -	2,625
ROOM/AREA COUNT	**Equivalent of 4.0 - 6.0 Classrooms**					**2,000 -**	**4,500**

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New York City Department of Education Instructional Footprint (The Footprint)
School program for assessment of DOE buildings

MIDDLE SCHOOL (GRADES 6-8)[1]	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM	
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE		
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms (6-8)	5	6	9	12	14	500	- 750
Specialty Classrooms[6]							
Specialty Room w/storage (i.e. art, music)	1	3	3	3	4	500	- 1,300
Science Classrooms							
Science Classroom/Demonstration	1	1	1	1	1	750	- 1,000
ROOM COUNT	**7**	**10**	**13**	**16**	**19**	**1,750**	**3,050**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms							
Resource Room[3]	1	1	1	2	3	240	- 499
ROOM COUNT	**1**	**1**	**1**	**2**	**3**	**240**	**499**
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2]							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1.5 - 2.5 Classrooms					750	- 1,875
Administrative Services[2]							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2.5 - 3.5 Classrooms					1,250	- 2,625
TOTAL PROGRAMMED AREA	Equivalent of 4.0 - 6.0 Classrooms					**2,000**	**4,500**

New York City Department of Education Instructional Footprint (The Footprint)
School program for assessment of DOE buildings

SECONDARY SCHOOL (GRADES 6-12)[1]	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM		
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE			
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.								
Typical Classrooms								
Typical Classrooms (6-8)	5	7	10	13	15	500	-	750
Typical Classrooms (9-12)	6	9	12	16	19	500	-	750
Specialty Classrooms[6]								
Specialty Room w/storage (i.e. art, music)	1	2	3	3	4	500	-	1,300
Science Classrooms								
Science Lab	1	1	1	1	2	1,000	-	1,300
Science Classroom/Demonstration	1	2	2	2	2	750	-	1,000
ROOM COUNT	**14**	**21**	**28**	**35**	**42**	**3,250**		**5,100**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.								
Specialty Classrooms								
Resource Room[3]	1	1	1	2	3	240	-	499
ROOM COUNT	**1**	**1**	**1**	**2**	**3**	**240**		**499**
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.								
Student Support Services[2]								
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1.5 - 2.5 Classrooms					750	-	1,875
Administrative Services[2]								
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2.5 - 3.5 Classrooms					1,250	-	2,625
TOTAL PROGRAMMED AREA	**Equivalent of 4.0 - 6.0 Classrooms**					**2,000**	-	**4,500**

December 2015

New York City Department of Education Instructional Footprint (The Footprint)
School program for assessment of DOE buildings

HIGH SCHOOL (GRADES 9-12)[1]	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM		
	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE			
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms	9	12	15	18	500	-	750
Specialty Classrooms[6]							
Specialty Room w/storage (i.e. art, music)	1	2	2	2	500	-	1,300
Science Classrooms							
Science Lab	1	1	1	2	1,000	-	1,300
Science Classroom/Demonstration	1	1	2	2	750	-	1,000
ROOM COUNT	**12**	**16**	**20**	**24**	**2,750**		**4,350**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms							
Resource/ Room[3]	1	1	2	3	240	-	499
ROOM COUNT	**1**	**1**	**2**	**3**	**240**		**499**
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2]							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1.5 - 2.5 Classrooms				750	-	1,875
Administrative Services[2]							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2.0 - 3.0 Classrooms				1,000	-	2,250
TOTAL PROGRAMMED AREA	**Equivalent of 3.5 - 5.5 Classrooms**				**1,750**	-	**4,125**

December 2015

DISTRICT 75

NYC **Department of Education**
Carmen Fariña, Chancellor

New York City Department of Education D75 Instructional Footprint (The Footprint)
School Program for Assessment of D75 Programs in DOE Buildings

SPECIAL D75 NOTES:

1. The D75 Footprint assumes equitable access to campus assets including gyms, library, auditorium, OT/PT rooms, Nurse/Medical suite, cafeteria, etc. Where sharing of campus assets is not practical or otherwise cannot be achieved, alternative arrangements and allocations should be provided.

2. In a D75 program serving students of varying IEP's, the space allocation for specialty rooms and non-instructional rooms will be determined by applying the corresponding allocation for the highest need IEP being served.

3. D75 Main sites will be provided with the equivalent of 3.0 full size classroom spaces to purpose for administrative and student support service(s) use. All D75 Satellite sites will be provided with the equivalent of 1.5 full size classroom spaces to purpose for administrative and student support service(s) use.

4. When space above the Instructional Footprint is available in buildings that have schools co-locating in them, the remaining rooms, or "excess space", will be equitably distributed to all organizations based on a percentage of the student enrollment. For D75, this will be based on the number of sections of students.

5. D75 12:1:4 programs should be sited in Barrier-Free facilities in compliance with IDEA and NCLB.

6. D75 12:1:1 and 8:1:1 Middle and High School Footprints assume access to campus shared science instructional rooms where D75 enrollment is below 16 sections.

7. Small, separate eating areas will be provided for students with high sensory needs where permissible.

8. Daily Living Lab preferences will be considered for all Middle and High school D75 programs.

9. D75 12:1:4 programs serving non-ambulatory students require a dedicated nursing office; however, all other D75 programs should assume shared access to campus nurse.

10. The District 75 Superintendent's Office may make a written request for a variance to any space allocation based on the individual needs of a program. This request should be made to the Facilities Portfolio Committee and it will be followed up on by the Division of Space Management for adjustments as necessary.

11. Adequate storage will be allocated to meet special equipment needs.

New York City Department of Education D75 Instuctional Footprint (The Footprint)
School program for assessment of D75 Programs in DOE buildings

6:1:1 & 8:1:1(GRADES Pre-K - 12)	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM		
	4 SECTIONS	8 SECTIONS	12 SECTIONS	16 SECTIONS[6]			
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms	4	8	12	16	240	-	499
ROOM COUNT	**4**	**8**	**12**	**16**			
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms[2]							
Resource Room (1:1 IEP Mandates, etc.)	1	1	2	3	240	-	499
Specialty Classroom (Art, Music, Technology, etc.)	1	1	2	2	240	-	499
Daily Living Lab (MS/HS only)[8]	0	1	1	1	240	-	499
ROOM COUNT	**2**	**3**	**5**	**6**			
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2 & 3]							
May be used for the following positions: Guidance/Social Work Office, Records Room, Speech Therapy, Psychiatrist, Crisis Room, OT/PT	See notes 2 & 3.						
Administrative Services[3]							
May be used for the following positions: General/Main office, Principal's office, Assistant Principal's office, Program Office, Administrative Support	See note 3.						
TOTAL PROGRAMMED AREA	**Equivalent of 1.5 - 3.0 Classrooms**						

December 2015

New York City Department of Education D75 Instuctional Footprint (The Footprint)
School program for assessment of D75 Programs in DOE buildings

12:1:1 & 15:1:1 (GRADES Pre-K-12)[6]	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM		
	4 SECTIONS	8 SECTIONS	12 SECTIONS	16 SECTIONS[6]			
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms	4	8	12	16	500	-	750
ROOM COUNT	**4**	**8**	**12**	**16**			
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms[2]							
Resource Room (1:1 IEP Mandates, etc.)	1	1	2	3	240	-	499
Specialty Classroom (Art, Music, Technology, etc.)	1	1	2	2	500	-	750
Daily Living Lab (MS/HS only)[8]	0	1	1	1	240	-	499
ROOM COUNT	**2**	**3**	**5**	**6**			
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.							
Student Support Services[2 & 3]							
May be used for the following positions: Guidance/Social Work Office, Records Room, Speech Therapy, Psychiatrist, Crisis Room, OT/PT	See notes 2 & 3.						
Administrative Services[3]							
May be used for the following positions: General/Main office, Principal's office, Assistant Principal's office, Program Office, Administrative Support	See note 3.						
TOTAL PROGRAMMED AREA	**Equivalent of 1.5 - 3.0 Classrooms**						

New York City Department of Education D75 Instuctional Footprint (The Footprint)
School program for assessment of D75 Programs in DOE buildings

Wheelchair/Medical equipment	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM
12:1:4 ELEMENTARY SCHOOL (GRADES Pre-K - 12)[5]	**4 SECTIONS**	**8 SECTIONS**	**12 SECTIONS**	**16 SECTIONS**	
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.					
Typical Classrooms					
Typical Classrooms	4	8	12	16	500 - 750
ROOM COUNT	**4**	**8**	**12**	**16**	
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.					
Specialty Classrooms[2]					
Resource Room (1:1 IEP Mandates, etc.)	1	1	2	3	240 - 499
Specialty Classroom (Art, Music, Technology, etc.)	1	1	2	2	500 - 750
Daily Living Lab (MS/HS only)[8]	0	1	1	1	240 - 499
ROOM COUNT	**2**	**3**	**5**	**6**	
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.					
Student Support Services[3, 9 & 11]					
May be used for the following positions: Guidance/Social Work Office, Records Room, Speech Therapy, Psychiatrist, Crisis Room, OT/PT, Nurse	See notes 3, 9 & 11.				
Administrative Services[3]					
May be used for the following positions: General/Main office, Principal's office, Assistant Principal's office, Program Office, Administrative Support	See note 3.				
TOTAL PROGRAMMED AREA	**Equivalent of 1.5 - 3.0 Classrooms**				

CAREER TECHNICAL EDUCATION

NYC Department of Education
Carmen Fariña, Chancellor

New York City Department of Education CTE Instructional Footprint (The Footprint)
School Program for Assessment of CTE Schools and Programs in DOE Buildings

SPECIAL CTE NOTES:

1. The DOE assumes CTE programs will have equitable access to campus assets including Gyms, Library, Auditorium, OT/PT Rooms, Cafeteria.

2. In the event that a CTE program is smaller or larger than described herein, space allocation can be pro-rated up/down accordingly.

3. This footprint recognizes that the distribution of Self-Contained Special Education sections varies from school to school . Allocate one half-sized classroom for each section of Self-Contained Special Education.

4. This footprint describes the baseline number/distribution of spaces and the associated square footage needed for all CTE schools. The variables to this are CTE programs with specific CTE Lab requirements regulated by outside agencies (such as FAA for Aviation) that demand a minimum assortment of labs dedicated to specific instruction. In such a case, the overall number of CTE labs per section does not vary from the Footprint. It does, however, demand that these programs have a minumum student enrollment that is determined by the number of various labs required (typically 8 sections per grade).

5. CTE programs will be allocated adequate storage.

6. The range of square footage for CTE Laboratories described herein applies in all cases, except technical/trades programs. In such case, each school's allocation of CTE labs includes one oversized lab.

7. If the specific nature of the CTE instructional program cannot be accommodated within the baseline room allocation the DOE will allocate additional space to meet CTE program requirements, whenever possible.

New York City Department of Education CTE Instructional Footprint (The Footprint)
School program for assessment of CTE Schools and Programs in DOE buildings

CTE HIGH SCHOOL (GRADES 9-12)	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM		
	4 SECTIONS PER GRADE	6 SECTIONS PER GRADE	8 SECTIONS PER GRADE	12 SECTIONS PER GRADE			
CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be programmed for use throughout the day.							
Typical Classrooms							
Typical Classrooms	9	10	11	13	500	-	750
Specialty Classrooms							
Specialty Room w/storage (i.e. art, music)	2	4	6	10	500	-	1,000
CTE Laboratories							
CTE Laboratories	1	2	3	5	500	-	1,000
CTE Flexible Classrooms/Laboratories	2	4	6	10	500	-	1,000
Science Classrooms							
Science Lab	1	2	3	5	750	-	1,000
Science Classroom/Demonstration	1	2	3	5	750	-	1,000
ROOM COUNT	**16**	**24**	**32**	**48**			

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS: The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms							
Resource Room	1	3	5	7	240	-	499
ROOM COUNT	**1**	**3**	**5**	**7**			

NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.					
Student Support Services					
May be used for the following positions: Guidance Office, Records Room, College Office and Career Center, Parent Coordinator Office, PTA/Community Partner Office, Conference Room	Equivalent of 1.5 - 3.5 Classrooms		750	-	2,625
Administrative Services					
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2.0 - 4.0 Classrooms		1,000	-	3,000
TOTAL PROGRAMMED AREA	**Equivalent of 3.5 - 7.5 Classrooms**		**1,750**		**5,625**

December 2015

OFFICE OF POSTSECONDARY READINESS

NYC Department of Education
Carmen Fariña, Chancellor

New York City Department of Education OPSR Instructional Footprint (The Footprint)
School Program for Assessment of OPSR Programs in DOE Buildings

SPECIAL OPSR NOTES:

TRANSFER HIGH SCHOOL: Transfer High Schools serve students between the ages of 15-21 and are full time day schools. In order to enroll in a Transfer High School, a student must have completed at least one year of high school and the number of credits required for admission varies by school, but could be as low as 0 credits. Students earn a high school diploma upon completion.

1. Maximum class size is 25 students per class.

2. The DOE assumes all Transfer High Schools will have equitable access to shared campus assets including cafeteria, auditorium, library, science labs and gym/fitness center. Where sharing campus assets is not practical or cannot otherwise be achieved, or where transfer school is located in a stand-alone facility, alternative accommodataion for these functions will be provided.

3. Transfer High School programs will be allocated adequate storage.

FULL-TIME PATHWAYS TO GRADUATION PROGRAM: P2G programs serve students between the ages of 18-21 and are full-time programs. Students earn a Test Assessing Secondary Completion (TASC) certificate upon completion. Full-Time P2G programs do not serve over 200 students.

1. Maximum class size is 25 students per class.

2. The DOE assumes all Full-Time P2G programs will have equitable access to shared campus assets including cafeteria, auditorium, library, science labs and gym/fitness center. Where sharing campus assets is not practical or cannot otherwise be achieved, or where transfer school is located in a stand-alone facility, alternative accommodataion for these functions will be provided.

3. Full-Time P2G programs will be allocated adequate storage.

YABC - LTW: Young Adult Borough Centers (YABC) serve students between the ages of 17.5-21 years of age that have completed 4 years of high school and earned at least 17 credits. The YABC's are part-time programs that operate in the afternoon/ evening. The Learning to Work (LTW) initiative offers in depth job readiness and career exploration acitivities designed to enhance the academic component of the YABC programs. Students earn a high school diploma upon completion.

1. The YABC-LTW program operates after school and in the evenings at a host high school and shares space with the host high school.

2. LTW AP Supervisor office and Student Support/CBO Partner room cannot be shared.

3. LTW room must be available for LTW from 1 - 9 pm daily.

4. Maximum class size is 25 students per class.

5. YABC-LTW programs will be allocated adequate storage.

New York City Department of Education Transfer School Instuctional Footprint
School program for space assessment of Transfer Schools in DOE buildings

TRANSFER HIGH SCHOOL (GRADES 9-12)	Number of Instructional Spaces for:		SQUARE FOOTAGE: RANGE/ROOM		
	200 STUDENTS	250 STUDENTS			
Classrooms					
Typical Classrooms	6	8	500	-	750
Specialty Classrooms					
Technology Classroom	1	1	500	-	750
Resource Room	1	1	240	-	499
Science Classrooms					
Science Lab[2]	1	1	750	-	1,000
INSTRUCTIONAL ROOMS	**9**	**11**	---		
Student Support Services					
Guidance Counseling, College Prep, Programming, Social Work, CBO Partner , Learning to Work	1	1	750	-	1,500
Administration Services					
Principal, Co-Director, General Office, Records	1	1	240	-	499

New York City Department of Education Full-Time P2G Instuctional Footprint
School program for space assessment of Full-time P2G Programs in DOE buildings

FULL-TIME P2G PROGRAM	Number of Instructional Spaces for: 200 STUDENTS	SQUARE FOOTAGE: RANGE/ROOM		
Classrooms				
Typical Classrooms	6	500	-	750
Specialty Classrooms				
Technology Classroom	1	500	-	750
Resource Room	1	240		499
Science Classrooms				
Science Lab[2]	1	750	-	1,000
INSTRUCTIONAL ROOMS	**9**	---		
Student Support Services				
Guidance Counseling, College Prep, Programming, Social Work, CBO Partner, Learning to Work	1	750	-	1,500
Administration Services				
Principal, Co-Director, Main Office	1	240	-	499

New York City Department of Education YABC/LTW Program Instuctional Footprint
School program for space assessment of YABC/LTW Programs in DOE buildings

YOUNG ADULT BOROUGH CENTER / LTW	Number of Instructional Spaces for:		SQUARE FOOTAGE: RANGE/ROOM		
	250 STUDENTS	300 STUDENTS			
Classrooms					
Typical Classrooms	8	10	500	-	750
Specialty Classrooms					
Technology Classroom	1	1	500	-	750
Resource Room	1	1	240		499
Science Classrooms					
Science Lab[2]	1	1	750	-	1,000
INSTRUCTIONAL ROOMS	**11**	**13**	---		
Student Support Services					
Guidance Counseling, College Prep, Programming, Social Work, CBO Partner , Learning to Work	1	1	750	-	1,000
Administration Services					
Office for full-time LTW AP Supervisor	1	1	240	-	499

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ALTERNATIVE LEARNING CENTER

NYC Department of Education
Carmen Fariña, Chancellor

New York City Department of Education ALTERNATIVE LEARNING CENTER (ALC) Instructional Footprint (The Footprint)
School Program for Assessment of ALTERNATIVE LEARNING CENTERS (ALC) in DOE Buildings

SPECIAL ALC NOTES:

1. Alternative Learning Centers serve an average of 60 or 80 students in any given site, with an average class size of 20 students.

2. The DOE assumes that Alternative Learning Centers have access to shared campus assets including cafeteria, auditorium, library and gym/fitness centers.

3. Alternative Learning Centers will be allocated adequate storage.

New York City Department of Education Alternative Learning Center (The Footprint)
School program for assessment of Alternative Learning Center in DOE buildings

Alternative Learning Center	Number of Instructional Spaces for:		SQUARE FOOTAGE: RANGE/ROOM
	60 students	80 students	
Classrooms			
Typical Classrooms	3	4	500 - 750
INSTRUCTIONAL ROOMS	**3**	**4**	---
NON-INSTRUCTIONAL ROOMS: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.			
Administrative Services			
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 1.0 Classroom	Equivalent of 1.5 Classroom	500 - 750
TOTAL PROGRAMMED AREA	**Equivalent of 1.0 Classrooms**	**Equivalent of 1.5 Classrooms**	**500 - 750**

December 2015

BEACON PROGRAMS

NYC Department of Education
Carmen Fariña, Chancellor

New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

SPECIAL BEACON NOTES:

1. All Beacon Programs are managed by the Department of Youth and Community Development (DYCD).

2. The Afterschool Beacon programs serve an average of 150 students; the evening program serves an average of 100 participants (teens and adults); and, the Saturday program serves an average of 100 participants.

3. . The Afterschool/ACS Beacon programs are contracted to serve an average of 220 participants (70 ACS and 150 Beacon) during the week and an average of 140 participants on Saturdays.

4. The Summer Beacon programs are contracted to serve an average of 200 students. The Summer Beacon/ACS programs enroll an average of 270 participants (200 Beacon/70 ACS).

5. The DOE assumes that Beacon programs have equitable access to the auditorium, cafeteria and playground (if available) [during after school hours during the regular school year].

6. All Afterschool Beacon programs require access to classrooms after school hours; in addition, all Afterschool Beacon programs will also require dedicated storage and administrative space during the school day.

7. The Afterschool Beacon/ACS Preventative services programs will require access to classrooms after school hours and need access to other classrooms during the school day when not otherwise being used, in order to meet with families and provide individualized consultation, especially if there is no assigned space for adequate consultation. One of the Administrative Service rooms needs to allow for private space for confidential counseling services.

8. Summer Beacon programs and Summer Beacon/ACS preventative programs need temporary dedicated classroom space for the duration of the summer program.

    a) If the Summer Beacon program is located at a site that **does not** have an Afterschool Beacon program that operates during the regular school year, the Summer Beacon program will require dedicated administration and storage space.

    b) If the Summer Beacon program is located at a site that **does** have an Afterschool Beacon program that operates   during the regular school year, then storage and administrative space dedicated to the program during the school year should be used for the duration of the summer program.

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New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

SPECIAL BEACON NOTES:

9. For the Summer Beacon/ACS preventative programs, one of the Administrative Service Rooms needs to allow for private space for confidential counseling services.

10. Building council/principal(s) must provide the Beacon administrators with the master schedule for the campus for the purpose of identifying available space for confidential counseling servics where needed.

11. All Beacon Programs will be allocated adequate storage.

New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

School Year Beacon Programs	Number of Rooms	Square Footage: Range/Room		
Instructional Rooms (Access needed during Afterschool Hours):				
Classroom Access				
Typical Classroom	7-10	500	-	750
Non-Instructional Rooms: (Dedicated space needed during school day)				
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floorplan, below are guidelines for the amount of space required for administrative functions.				
Administration Services				
May be used for the following positions: Full-time Director and Assistant office, and 10 part-time staff	1	240	-	499

New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

School Year Beacon/ACS Preventive Services	Number of Rooms	Square Footage: Range/Room		
Instructional Rooms (Access needed during Afterschool Hours):				
Classroom Access				
Typical Classroom	7-10	500	-	750
Non-Instructional Rooms: (Dedicated space needed during school day) In order to allow for maximum flexibility, and understanding the restrictions posed by the building floorplan, below are guidelines for the amount of space required for administrative functions.				
Administration Services				
May be used for the following positions: 1 FT Beacon Director, 1 FT Beacon Assistant, 10 PT Beacon Staff; 1 FT ACS Director, 1 Supervisor, and 6 caseworkers in small conference rooms	3	240	-	499

New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

Summer Beacon Programs	Number of Rooms	Square Footage: Range/Room	
Instructional Rooms:			
Temporary Dedicated Classroom Space			
Typical Classroom	12-15	500	- 750
Non-Instructional Rooms: In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.			
Dedicated Space for Administration Services			
May be used for the following positions: Full-time Director and Assistant office, and 20 full-time and part-time staff. Programs should have at least 3 full time staff on site during the day.	1	240	- 499

New York City Department of Education BEACON Instructional Footprint (The Footprint)

School Program for Assessment of BEACON Programs in DOE Buildings

Summer Beacon/ACS Preventive Services	Number of Rooms	Square Footage: Range/Room	
Instructional Rooms:			
Temporary Dedicated Classroom Space			
Typical Classroom	12-15	500 -	750
Non-Instructional Rooms:			
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floorplan, below are guidelines for the amount of space required for administrative functions.			
Dedicated Space for Administration Services			
May be used for the following positions: 1 FT Beacon Director, 1 FT Beacon Assistant, 20 FT Beacon Staff; 1 FT ACS Director, 1 Supervisor, and 6 caseworkers in small conference rooms	3	240 -	499