



2023-09-06

To: Education, Department of (DOE)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2023-09-06. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** MTA New School Information

**Report Description:** Report including 1) the name and address of any school under the jurisdiction of the department of education that is to begin its first year of operation in the upcoming school year, the number of students enrolled in any such school, and the zip codes of the students and the percentage of such students in each such zip code attending each respective school; 2) the name and address of any school receiving an increase of 200 or more students enrolled for the upcoming school year, the zip codes of the new students enrolled in any such school, and the percentage of such new students in each such zip code

**Reporting Frequency:** Every 1 Year

**Report Due Date:** 2023-08-15

**Authorizing Resource (Charter and Code):** New York City Charter Chapter 20, Section 530(a)

**Authorizing Resource (Local Law):** LL 62/2009