**COMPREHENSIVE CAPACITY NEED ANALYSIS PROCESS**

1. **Identify Projected Enrollment by Sub-district**

Derive demographic enrollment projection for sub-districts by multiplying district-wide enrollment projection with projected enrollment percentage of sub-districts. Projected enrollment percentages by sub-districts are derived from historical enrollment coupled with sub-district trends (growth & decline).

1. **Identify Projected Housing Impact by Sub-district**

Calculate the number of pupils to be generated from projected new housing by multiplying the number of units by the corresponding Public School Ratio for each sub-district.

1. **Identify Existing Capacity by Sub-district**

Summarize existing capacity for each sub-district using the latest Enrollment, Capacity and Utilization Report. Exclude capacity of all temporary structures.

1. **Identify New Capacity by Sub-district**

Calculate additional capacity from projected funded by the FY 2015-2019 Capital Plan that has and will come online after the latest Enrollment, Capacity and Utilization Report.

1. **Identify Gap between Total Projected Need and Total Supply of Seats**

Add projected enrollment and projected housing impact to derive the total projected need. Add existing capacity and additional capacity to derive the total supply of seats. For PS/IS level, compare the total projected need with the total supply of seats for each sub-district to produce baseline numbers for further qualitative analysis. For HS level, the analysis is done by borough. Identify capacity from current plan that has come online or is in pipeline.

1. **Collaborate with Other DOE Departments to Assess Need and Identify Various Strategies to Address the Need**

Conduct cross-departmental discussions to evaluate identified need with anticipated portfolio changes and develop various strategies to address need.