

Operations Resource Guide



**Department of
Education**

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I. Summer School

Thank you for completing our 2017 summer school survey. The next steps are outlined in the [summer school memo](#)

II. Finance

The Charter Partnerships Office serves as the financial pass-through for per pupil funding. We manage the bi-monthly per pupil invoice process including IDEA, NYSTL and lease assistance disbursements for eligible schools and the annual reconciliation process.

[Commissioner's regulations](#)

[Vendor Portal guidelines](#)

A. Important announcements and reminders:

1. Per Pupil Funding

The first per pupil invoice for the 2017-2018 school year was due on **May 30th**. Please see the payment timeline below for the specific dates. Please expect payment to be issued by **July 6th, 2017**.

Please find the preliminary per pupil funding rates for FY18 below:

- General Education Per Pupil: \$14,527
- Special Education Per Pupil:
 - 20-60% service: \$10,390
 - 60% or more service: \$19,049
- IDEA: \$989 (This is the FY17, FY18 rate not released yet)

Please find the invoice submission and payment timeline below:

Payment Period	Invoice Submission Period	School Submission Deadline	Receive Payment by
FY 2017 Reconciliation	7/11/17 to 7/31/17	7/31/2017	Payments adjustments start in Payment 3 of following year
Payment 1	5/22/17 to 5/30/17	5/30/17	7/6/17
Payment 2	7/17/17 to 7/31/17	7/31/17	9/1/17
Payment 3	9/20/17 to 10/2/17	10/2/17	11/1/17
Payment 4	11/20/17 to 11/29/17	11/29/17	1/31/18
Payment 5	1/17/18 to 1/25/18	1/25/18	3/1/18
Payment 6	3/21/17 to 3/30/18	3/30/18	5/1/18
Reconciliation	7/9/17 to 7/31/18	7/31/18	11/1/18

2. NYSTL

This year, we are making NYSTL funding available to schools earlier. Earlier disbursement of NYSTL funding should provide schools with sufficient time to purchase instructional materials and have them delivered prior to the first day of school. We will share the specific date as soon as it's confirmed.

To ensure that vendors receive payments for items purchased using NYSTL funds, the school must certify the purchase order (PO) in FAMIS. Certifying the PO enables payment to vendors.

All orders must be certified by **June 30th** for the vendor to receive payment in the current fiscal year. Orders that are not certified by **June 30th**, will be paid with funds from the school's upcoming fiscal year NYSTL allocation

For the 2017-18 school year, NYSTL funding will be available earlier in the year—we will confirm the exact date when it's available. We urge you to take advantage of this and start planning for how you will spend NYSTL funding.

FY18 NYSTL rates are not released; FY17 NYSTL per pupil rates are below for a reference:

- Textbooks - \$61.60
- Software - \$15.80
- Library Books - \$6.60

Below are some useful links:

- To access the [FAMIS Portal](#)
- How to [Access FAMIS](#)
- [NYSTL Guide](#)

3. **FY 2017 Reconciliation**

The FY 2017 annual reconciliation invoice is due on **July 31st, 2017**. The vendor portal will open on **July 11th** and close **July 31st**.

Please remember that the FY17 annual reconciliation should incorporate the entire school year's Full Time Equivalency (FTE) and must be checked carefully to correct for any errors during the 6 previous invoices. Schools are expected to invoice accurately throughout the entire year, and so the reconciliation should not reflect material changes. All needed adjustments start in payment 3 of FY18.

4. **General Education and Special Education billing reminders:**

It is critical that schools maintain up to date ATS records for all students and that schools carefully review each per pupil invoice before submission.

The FTE data for students in the vendor portal directly drives the funding that is provided for each student. The data that is reflected in the vendor portal for the general education portion is pulled from ATS. The data in ATS is maintained by schools and therefore if there is a delay or a failure to update data in ATS, this will be reflected in the vendor portal. This may then result in overpayment or underpayment of per pupil funding, which can have a negative impact on your school's finances.

If you find discrepancies in the data reflected in the vendor portal, please make sure to update the record for the student in vendor portal to ensure accurate funding disbursement. Directions on how to do this are [here](#). Please make sure that these updates are also updated in ATS as we pull from ATS for every payment cycle.

5. **Special Education billing reminder:**

Special Education (FTE):

1. Schools are allowed to bill for services that the school is providing directly to students as mandated by the student's Individual Education Program (IEP).
2. Schools are allowed to bill for services during the timeframe that the school is providing services directly to the student. For example, if the IEP was in place for September but the school started providing services directly in November—you can only bill for special education services starting in November.

3. Schools are not allowed to bill for services that are already being provided by an outsider provider from the New York City Department of Education. (i.e. Speech provider from an outside agency)
4. Please ensure to follow the guidelines outlined in [this document](#).

The table below outlines the billing categories and the number of minutes the school must provide. Please make sure these guidelines are followed.

Billing Category	What School Provides (as mandated by the IEP)
<20%	• Under 300 minutes of service per week (for Elementary grades)
	• Under 330 minutes of service per week (Middle School & High School grades)
20%-60%	• 300- 899 minutes of service per week (for Elementary grades)
	• 330- 1049 minutes of service per week (Middle School & High School grades)
>60%	• 900 or more minutes of service per week (for Elementary grades)
	• 1050 or more minutes of service per week (Middle School & High School grades)
Exception Rule	• Please reference the exception rule .

6. Invoice review process:

After schools submit their per pupil invoices, we review the data submitted to ensure that schools are billing accurately before final approval. If billing discrepancies are found, we will reject the invoices and directly communicate with schools to request clarification and updates as needed.

B. Training and support:

To support schools with this process, OSDCP will provide schools with per pupil finance training. In addition, if your school has additional training needs we will provide additional individual training as needed. The training dates will be released soon.

If you need additional support or have questions, please email CharterSchools@schools.nyc.gov.

III. Enrollment-ATS

Charter Schools are required to enroll student in Automate the Schools (ATS). It is critical that schools maintain up to date ATS records for all students as the data in ATS directly impacts all DOE services including the bi-monthly per pupil invoices, bus service and metrocards, school food, state testing, immunization, SESIS data and other important processes.

A. Important announcements and reminders:

Please complete ATS enrollment by **June 28th**. Please continue to enroll students through the rest the summer if you continue filling seats in your school.

[ATS Wiki](#)

1. Enrollment memo

Please reference the [enrollment memo](#) here for further details on how to enroll students.

2. Graduation

Charter high schools can graduate their students using the GRDT function in ATS in January, June and August. Please find the NYCDOE Transfer, Discharge and Graduation Guidelines [here](#)

In certifying a student for graduation, the principal is attesting that the student has completed all requirements for graduation, and should receive the designated high school diploma from the school. Principals and their designated staff must still review all graduating students' transcripts for completion of all specific requirements, and the principal remains responsible for certifying students as graduates.

The New York State Education Department (NYSED) has revised its policy on [Appeals to Graduate with Lower Scores on Regents Exam](#). Effective immediately, an appeal can be brought forward at any time during a student's high school career. Students may use up to two of the following Regents appeals to graduate from high school with a local diploma, in any combination:

- Low score appeal (60-64 on any Regents exam);
- New arrival ELA appeal (55-59 on the ELA Regents exam for newly-arrived English language learners); and/or
- Safety Net Appeal (52-54 on any Regents exam for Safety Net eligible students).

3. Discharges

Please find the NYCDOE Transfer, Discharge and Graduation Guidelines [here](#). The forms required for Code 12 and Code 39 approvals are found [here](#).

To determine discharges that are pending and other register discrepancies, schools should review the STAT screen in ATS, and compare the ROCL (ATS roster report) to the register from the school's student information system.

4. English Language Learners

Charter Schools are required to collect information about the languages spoken at home for each student enrolled in the school. This information is critical to appropriately identifying and supporting English Language Learners (ELLs) and their families. As schools prepare to enroll and welcome new students and their families, please take the following steps:

- To identify a student's home language, designate a licensed pedagogue at your school to complete the [Home Language Identification Survey](#) (HLIS) with the parents of any student enrolling at your school for the first time.
- Students entering kindergarten from Pre-K have had their HL codes removed in ATS and must be reentered using the information from the HLIS in order to identify students who should be administered the New York State Identification Test for English Language Learners (NYSITELL).
- To determine which students are missing a home language code in ATS, schools should download the Place of Birth (RPOB) report and filter the report to show those students.
- Enter information from the HLIS form into ATS.
 - Use the QADM screen to enter this information for students that are new to the DOE
 - Use the TRAF screen to enter this information for students that are admitting via transfer from another school
 - Use the BIOU screen to enter this information for students who are already enrolled but who do not have a home language recorded at all.
- Place the completed HLIS form in the student's cumulative file and maintain it as part of the student's permanent record.

- If the HLIS indicates that a student's home language is a language other than English, your school should administer the NYSITELL.
- Students with a home language other than English, who are not administered a NYSITELL within 30 days of enrollment, will automatically become eligible for the NYSESLAT

The home language code should be updated in ATS by **September 8**.

Once the school enters the home language code for a student in ATS, the field will automatically lock and the date cannot be edited. To correct an error, schools must email a scanned copy of the original Home Language Identification Survey (HLIS) to charterschools@schools.nyc.gov to request an override.

Students with incorrect home languages in ATS, might erroneously be issued a NYSITELL answer document through ATS. Please refer to the NYC Charter Center's [English Language Learners FAQ](#) for more information.

B. Training and support:

The training dates will be released soon.

If you need additional support or have questions, please email CharterSchools@schools.nyc.gov.

IV. Special Education

The Office of School Design & Charter Partnerships (OSDCP) works closely with the Special Education Office (SEO) to offer professional development and provide additional support to schools as needed.

A. Important announcements and reminders:

1. Charter School Related Services Provider Fair:

On **Friday, June 2, 2017** we held the kickoff meeting for Charter Schools with related services contract agencies. The session provided schools with the opportunity to discuss SY17-18 plans and projected needs directly with these agencies. If you have questions about this process, please email us;

- Do you have questions about the survey? Email CharterSchools@Schools.nyc.gov
- Do you have general questions regarding the contracting process? relatedservices@schools.nyc.gov
- Do you have Student specific questions regarding services? [Please reach out to your specific CSE](#)
- All other questions should be directed to the Charter Schools Office at CharterSchools@schools.nyc.gov

2. Accessing IEPs for newly enrolled students

After the ATS rollover which will occur on July 14th, schools will get access to Individual Education Plans (IEPs) for newly admitted students. To ensure that you get access to IEPs, please be sure to enroll all of your new students in ATS by **June 28th**. Please reference the enrollment memo here for further details on how to enroll students. [Enrollment memo](#)

3. Access to SESIS

At the end and beginning of the school year, the Table Maintainers should thoroughly review the GALAXY Table of Organization (TO). All staff members that are no longer at the school should be removed, and new staff that will need access to DOE systems should be added.

Please note that all accounts will expire on **June 30th**. Staff that are not certified by **June 5th**, will be removed from the TO once GALAXY rolls over to the new fiscal year. Existing personnel that are removed from the TO due to expiration, will need to be re-added and a new email will be assigned. Difficulties accessing SESIS will occur until the previous SESIS account is merged with the new account. This could take up to 3 weeks to resolve.

To learn more about GALAXY, how to add/remove staff, as well as assign roles in SESIS, please view our GALAXY Overview Videos linked in the [table](#) on page 13.

B. Training and support:

Click for: [Upcoming Professional Development](#)

If you need additional support or have questions, please email CharterSchools@schools.nyc.gov.

V. Transportation

A. Important announcements and reminders:

1. Sessions Time Application:

2017-2018 Sessions times- **Deadline May 22, 2017.**

[The Session Time Application](#), which tracks school start time and end time, is currently open for schools to submit session times for next school year (2017-2018). The deadline to submit session times is **Monday May 22nd**.

If you have questions in regard to using the web application or if you need your username & password for the application, please contact your OPT manager.

If you missed this deadline, please contact your OPT manager as soon as possible.

2. MetroCard Data Entry

Complete MetroCard Data Entry- **Deadline June 2, 2017**

To prepare for shipments of student MetroCards for September, you must review your MetroCard inventory data in ATS and ensure that you complete MetroCard data entry in ATS by **June 2**. To do so, you must either assign a MetroCard serial number (for students who received them during the current term) or review and make changes to the "AT" status on the TLST screen in ATS (for students who have not received a MetroCard). Click [HERE](#) for instructions on how to update MetroCard data in ATS. You may view the status of your MetroCard inventory data directly on ATS (press the F11/Inventory key at the Transportation Main menu).

For the coming shipment of MetroCards for September, cards will be sent only for students with assigned MetroCards (AT status on the TLST screen); cards will not be sent for students with AT status when ATS data is reviewed to determine shipment quantities.

Metrocards shipments are scheduled to start on **August 28th**. Metrocard will be active for use starting on **September 5th**.

For questions, contact your OPT Account Manager, OPT's Customer Service Unit (718-392-8855) or email PublicSchoolMetroCards@schools.nyc.gov

If you missed this deadline, please contact your OPT manager as soon as possible.

3. Bus Service

Charter Schools with Bus Service- Deadline June 28, 2017

Please edit the OPT Non-Public School Calendar for the 2017-2018 school year to indicate the days that the school will open, close and have half days. The available alternate days appear on the calendar marked as “ALT” and “Selectable.” Schools should review and update the calendar regularly throughout the school year. Click [here](#) for instructions – or click [here](#) for a video demonstration on how to use the Calendar Application. The deadline to update calendars for September 2017 is **June 28**.

Charter Schools with door-to-door bus service- Deadline is May 26th for summer school & June 28, 2017 for the fall.

Schools with Special Education students (SE) receiving door to door busing should log into the Non-Public Summer School and Fall Reconciliation Application to provide OPT information about any summer program (if a school is having one) and to notify OPT which SE students with 12-month IEPs will attend the summer program. Schools will also need to identify which SE students will require busing in September. Click [here](#) for instructions – or click [here](#) for a video demonstration on how to use this application. **The deadline to submit summer information is May 26. The deadline to submit information for September is June 28.**

Communicate eligibility changes to families- Deadline is June 28th

Schools should communicate eligibility changes to families. A video explaining how to identify students whose eligibility will change next year is [here](#). Applicable families should be notified by **June 28**.

B. Training and support: [OPT training links](#)

Please find the summer, fall and spring [action plan](#).

For support, contact your OPT Manager:

Manhattan	La-Nikka Parker-Moore	lparker-moore@schools.nyc.gov
Bronx	Sharon Johnson	sjohnson51@schools.nyc.gov
Staten Island	Uri Fraenkel	ufraenkel@schools.nyc.gov
Brooklyn	Cheryl Czegledi	cczegledi@schools.nyc.gov
Queens	Gerald Conquest	gconquest@schools.nyc.cov

VI. Facilities- Co-Located Schools

A. Important announcements and reminders:

1. **Summer School-Secure extended use building permit** (application for schools co-located in buildings that are not centrally funded)

Schools that intend to host a summer program and are NOT located in a “Centrally Funded” summer school site are considered “Self-Funded” and must file an extended use permit via the CPS system. To obtain a user name and password, please complete [this form](#) and follow the directions for submission. Please reference the [extended use building permit guidelines](#) below for more details.

2. First day of school space readiness

The Field Support Centers (FSC) will be conducting walkthroughs of co-located spaces between **August 14th and September 1st**. The purpose of the walkthrough is to identify and quickly resolve major issues within co-located spaces that would impede opening in September. Co-located charter schools should ensure their spaces are available for inspection by the team.

3. **For co-located charter schools that will open in advance of these dates**, we ask that you continue to work with your Lead Custodian to resolve any issues prior to your school opening. If these issues remain unresolved and impede your ability to open your school, please email CharterSchools@schools.nyc.gov.

4. Facilities Upgrades Quick guide

Please contact Riccardo White at RWhite@schools.nyc.gov for questions about facilities upgrades in DOE co-located space. Please reference the quick guide [here](#).

B. Training and support:

[Campus governance memo](#)

[Co-location handbook](#)

[Extended Use Building permits guidelines](#)

VII. Emergency Readiness

Charter School Leaders are responsible for ensuring a safe learning environment for students and teachers. To this end, they must ensure that there are sufficient staff that have CPR/AED certification. Additionally, the New York City Fire Department provides training, and audits schools to ensure that school leaders responsible for conducting emergency drills are prepared.

A. Important announcements and reminders:

1. CPR/AED Trained Responders

State Education Law Section 917 requires public school administrators to ensure the presence of at least one (1) operable AED at each school building, as well as appropriately trained and certified staff who can respond to medical emergencies that require Cardiopulmonary Resuscitation or the use of an Automated External Defibrillator (CPR/AED). In addition, the law requires trained responders and AED(s) at all school sponsored or approved curricular or extracurricular activities, including athletic events, on- or off-site. For schools/programs which share space, each Principal must ensure that their school is AED/CPR ready at all times.

Prior to school opening, please make sure that the school has sufficient trained responders to meet this mandate. The NYCDOE recommends having 6 trained responders, as staffing permits. Charter Schools that wish to host training at their site must have at least 8 participants registered.

2. Emergency Readiness Training for School Leaders

All School Leaders who are responsible for fire drills in NYC K-12 schools require a Certificate of Fitness for Fire and Emergency Drill Conductor for NYC K-12 Schools (D-10).

This Certificate of Fitness is valid only at a specific location and for the specific person to whom it is issued. The certificate of fitness, must be obtained by the principal or other equivalent school leader. D-10's issued to network or other school-based personnel do not represent compliance with this mandate for any school building under which the D-10 was issued.

The Office of Safety and Youth Development offers multiple training sessions in all boroughs during the summer and highly encourage school leaders to attend before the new school year.

B. Training and support:

To schedule your staff for free AED/CPR certification training, please visit:

<http://doe.emergencyskills.com/mainpage.php>. If you encounter any difficulties using the site, please call Donovan Lauther at 718-391-8128.

Please find the July Emergency Readiness training schedule below. Please email this completed [registration form](#) to fdnyd-10@schools.nyc.gov and include your DBN, Email Address, Phone, and School Name in your correspondence. **If you do not complete the registration form and email it to fdnyd-10@schools.nyc.gov, you will NOT be given credit for the session.** If you have any questions, please contact the Help Desk at 718-935-5004.

OSDCP will send the Emergency Readiness training sessions for school leaders in the Charter Schools Weekly on rolling basis.

Emergency Readiness Training for Principals

Session Date	Location	Address	City	Session Start Time	Session End Time
7/6/2017	Sutphin Boulevard	90-27 Sutphin Boulevard	Jamaica	9:00:00 AM	12:00:00 PM
7/6/2017	Sutphin Boulevard	90-27 Sutphin Boulevard	Jamaica	1:00:00 PM	4:00:00 PM
7/7/2017	I.S. 254	2452 Washington Avenue	Bronx	8:30:00 AM	11:30:00 AM
7/11/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	8:30:00 AM	11:30:00 AM
7/11/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	12:30:00 PM	3:30:00 PM
7/11/2017	333 7th Avenue	333 7th Avenue	Manhattan	9:00:00 AM	12:00:00 PM
7/13/2017	333 7th Avenue	333 7th Avenue	Manhattan	9:00:00 AM	12:00:00 PM
7/14/2017	I.S. 254	2452 Washington Avenue	Bronx	8:30:00 AM	11:30:00 AM
7/18/2017	I.S. 254	2452 Washington Avenue	Bronx	8:30:00 AM	11:30:00 AM
7/18/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	8:30:00 AM	11:30:00 AM
7/18/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	12:30:00 PM	3:30:00 PM
7/19/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	9:00:00 AM	12:00:00 PM
7/19/2017	Petrides Complex	715 Ocean Terrace	Staten Island	8:00:00 AM	11:00:00 AM
7/19/2017	Petrides Complex	715 Ocean Terrace	Staten Island	12:00:00 PM	3:00:00 PM
7/20/2017	I.S. 98 Bay Academy	1401 Emmons Avenue	Brooklyn	8:00:00 AM	11:00:00 AM
7/20/2017	I.S. 98 Bay Academy	1401 Emmons Avenue	Brooklyn	12:00:00 PM	3:00:00 PM
7/24/2017	Sutphin Boulevard	90-27 Sutphin Blvd	Queens	9:00:00 AM	12:00:00 PM
7/25/2017	333 7th Avenue	333 7th Avenue	Manhattan	9:00:00 AM	12:00:00 PM
7/26/2017	333 7th Avenue	333 7th Avenue	Manhattan	9:00:00 AM	12:00:00 PM
7/27/2017	Ocean Avenue	1780 Ocean Avenue	Brooklyn	9:00:00 AM	12:00:00 PM
7/27/2017	Sutphin Boulevard	90-27 Sutphin Boulevard	Jamaica	9:00:00 AM	12:00:00 PM

VIII. DOE SchoolFood

Charter Schools that participate in the DOE SchoolFood Program should note the following announcements and reminders regarding school meal applications, direct certification and eligibility.

A. Important announcements and reminders:

1. School Meal Applications

Schools will receive a shipment of School Meal Applications during the last week of August. The applications will be delivered to the school's kitchen, care of the SchoolFood manager. Schools should work with the SchoolFood manager or cook-in-charge to pick up applications and distribute them to families when the school year begins. Since free meal eligibility is not retroactive, if a student is full-priced at the beginning of the school year, and then qualified for free meals later on, they are expected to pay for meals served for the dates in which eligibility was full-priced. The deadline to submit School Meals Applications is **September 30**.

Schools should encourage families to complete the [School Meals Application online](#), where possible, to reduce the number of paper forms to collect and to allow the NYCDOE to process applications as quickly as possible. Students who are new to NYCDOE schools and who do not complete the application before school opens will need to pay full price for meals until they complete an application to establish their eligibility for free meals. Students who are not new to the NYCDOE should complete the School Meals application, as soon as possible.

2. Eligibility Carryover

Students, who were eligible for free meals during the 2016–17 school year, may continue to receive free meals until **October 20**, unless a new eligibility has been determined. On **October 23**, the carryover of eligibility from the previous year expires, and your school must rely exclusively on meal eligibility for the current school year.

3. Direct Certification

Direct certification enables children from families that are receiving Supplemental Nutrition Assistance Program (SNAP) benefits to receive free meals at school, without having to complete a School Meal Application. Please work with your staff to check the RMEL report in ATS before distributing meal applications to students. Students listed as Meal Code A (i.e., does not require an application because s/he is automatically eligible for free meals due to enrollment in a government assistance program) should instead receive the ATS generated letter entitled "Notice of Automatic Eligibility for Meals Letter," which will print from your ATS printer automatically on **September 4**.

4. Point of Sale (POS)

The Office of School Food conducted a pilot in 2016-2017. The purpose is to provide schools with a free Point of Sale (POS) Meal Accountability System which will help ensure state and federal compliance for the Child Nutrition Program.

SchoolFood is planning to roll out to the POS to Charter Schools that use the NYCDOE for meals in the 2017-2018 school year. To this end, [please complete the First day of School planning survey by June 19th](#).

B. Training and support:

For more information, please visit the [SchoolFood website](#).

IX. Health

Public Health Law Section 2164 requires that all new students—children entering day care, nursery school, pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time—show proof of having received a complete medical evaluation and immunizations. Important announcements and reminders:

1. Immunizations

Schools should check the NYCDOE Office of School Health page to review the most recent [School Immunization requirements](#)

[2017-18 School Immunization Requirements Webinar](#)

[Immunization clinics](#)

[Citywide Immunization Registry \(CIR\)](#)

2. Nursing for Summer

[Please complete the First day of School planning survey by June 19th.](#)

A. Training and support:

OSDCP works with the Office of School Health to provide training on Immunization Compliance in the Fall, and Vision Screening in the Spring.

X. Assessments

A. Important announcements and reminders:

1. June and August Regents

June Regents/Regents Competency Test (RCT) exams will be [administered](#) from June 13–22. If your school is administering these exams, you should review the charter version of [the June 2017 Regents Administration memo](#), which covers revised NYSED policies and provides an overview of administration procedures. Please also review the [NYSED School Administrator's Manual](#).

The August Regents Schedule has been released on the [NYSED website](#).

2. Reports



Through the Office of Assessment, charter schools have access to the following assessment reports:

Name of Report	Description of Report	Method of Release	Timeline of Release
3-8 ELA and Math Cut Scores	The RASP report contains a summary of all standardized assessment-related student performance. The corresponding ELA/MAT PRF fields will populate as MET “M” or “D” to indicate performance. M=Met cut score and D=Did not meet cut score	ATS via RASP jump code	June
ELA and Math June Instructional Reports	The June Instructional Report is a tool that summarizes student performance on the ELA and math grades 3-8 exams by domain, standard, school, and question type, and also features NYC, school, and class averages.	Emailed by the Charter Office	June
Item Skills Analysis Report	Student-level breakdown of performance on each question from the grades 3-8 ELA and Math Common Core exams, which lists specific responses for released items and is filter-able by various subgroups. Also available for Regents.	Emailed by the Charter Office	In the Fall

XI. Access to DOE Systems

Charter Schools are given access to essential systems related to enrollment and reporting (ATS), staff access to DOE systems (GALAXY), per pupil funding (FAMIS), special education (SEGIS) and extended use of school buildings (CPS). On an ongoing basis, Table Maintainers should thoroughly review their school’s TO. All staff that are no longer at the school should be removed, and new staff that will need access to DOE systems should be added.

A. Important announcements and reminders:

1. Certify the TO

Must complete Before **June 30th** as all accounts expire on **June 30th, 2017**. Staff that are not certified by June 5th, will be removed from the TO once GALAXY rolls over into the new fiscal year. Existing personnel that are removed from the TO due to expiration, will need to be re-added and a new email will be assigned. Difficulties accessing SEGIS will occur until the previous SEGIS account is merged with the new account. This could take up to 3 weeks to resolve. For this reason, please make sure to certify your staff in June.

2. Accessing DOE Systems

As a reminder, all staff members who wish to have access to any of the systems outlined below, must first be added to the GALAXY TO and receive their DOE username and password.

System	Purpose of System	Access to System	Resetting passwords
GALAXY	Identifying Staff That Need Access to DOE Systems	https://mygalaxy.nycenet.edu *Only principals and table maintainers have access to this system	Send an email to: CharterSchools@schools.nyc.gov. Please include your school name, DBN, and your full name. They can also call (212) 374-5419 for more information.
ATS/ WebConnect	Pupil Accounting, State Testing and Reporting	https://schools.ra.nyc.gov *you must use latest version of Internet Explorer and Java. Use your DOE username/password to log into WebConnect ATS Systems Access Request Form	Call the Systems Access Team at: 718 935-4009 Please be ready to provide your school name, DBN, and your ATS user ID.
FAMIS	Procurement Using NYSTL Funding	https://dfoforms.nycenet.edu/famisportal *you must have one initiator and one approver per school FAMIS Systems Access Request Form	Send an email to: FAMIS@schools.nyc.gov Please include your school name, DBN, and your FAMIS user ID.
SEGIS	Special Education Reporting and IEP Management	https://sisis.nycenet.edu/ *You must be added to GALAXY and assigned a SEGIS role (see GALAXY)	Send an email to: CharterSchools@schools.nyc.gov. Please include your school name, DBN, and your full name. They can also call (212) 374-5419 for more information.
CPS	Extended Use Space Permits for Co-Located Spaces Only	https://dfoforms.nycenet.edu/cps/Login.aspx *you must have one initiator and one approver per school CPS Systems Access Request Form	Call the Systems Access Team at: 718 935-4009 Please be ready to provide your school name, DBN, and your CPS user ID.



XII. General Resources

1. The Charter Information Portal (CHIP) and Charter Wiki

The Office of School Design and Charter Partnerships (OSDCP) is launching a new Charter Information Portal (CHIP) this June. This portal will house most day-to-day interactions charters make with the NYC DOE charter office, getting them out of email and into a more transparent, centralized location. At a minimum, the portal will empower schools to view and adjust information on the fly (like principal information, who receives the C-weekly) and will store documents so that charters and NYC DOE are working from shared knowledge. Most immediately, this portal will completely replace the traditional, cumbersome Excel summer survey and the fall charter directory review processes. In addition, the new Charter Wiki will launch in June. The new Charter Wiki will resemble the ATS Wiki but will be housed in a SharePoint Intranet site, readily accessible using your DOE username and password. The Charter Wiki will have information and tools that will help schools manage operations, finance and compliance tasks during the school year.

2. The Charter Directory

OSDCP publishes an annual charter directory (you can find the 2017-18 charter school directory online [here](#)). To date, the cover design has been selected from the covers runners-up from the NYC DOE high school directory cover competition which have historically been designed by traditional district high school students. In the interest of showcasing the talents of charter school students, and not just high school students, OSDCP is launching its own directory cover design contest this fall, with the first winner's design appearing on the 2019-20 charter school directory. More information will be shared through the C-weekly this fall. We can't wait to see what your students come up with!

3. Eastern Suffolk BOCES

While not a new process, we would like to take this time to remind you that we have contracted with Eastern Suffolk BOCES to collect the state reporting requirements in the hopes of making those submissions easier. For your convenience, Eastern Suffolk BOCES has created a data collection calendar, [available on their website](#), which lists not only the items they collect through Level 0 but additional state reporting requirements as well. If you have any questions about NYC DOE's relationship with Eastern Suffolk BOCES or any feedback about their service, please don't hesitate to contact CharterData@schools.nyc.gov.

- [NYSED Reporting Requirements](#)
- [Collection Calendar](#)
- [Resource Timeline](#)
- [Upcoming training:](#)

Thursday, August 10		Monday, August 14	
9 AM – 12 PM	Beginner	9 AM – 11 PM	Refresher
1:30 PM – 3:30 PM	Refresher	12:30 PM – 3:30 PM	Beginner

4. Teaching and Learning Supports

Teaching and Learning is at the core of our work as educators. The New York City Department of Education has made clear its commitment to supporting the development of faculty and administrative capacities throughout all our NYC schools (district and charter). From acquiring comprehensive curricular guides (with scope and sequences) to participating in professional learning opportunities across content areas, charters are welcome to take advantage of all the City's resource offerings (and there are many). Step one in the process of acquiring consideration is to regularly review the Charter Offices' Charter Weekly. Secondly, we encourage you to log

onto <http://schools.nyc.gov/Academics/default.htm> and peruse the page intently. There you will be exposed to the many academic resources and opportunities offered by the NYCDOE

5. **District Charter Partnerships (an Equity and Excellence initiative)**

OSDCP leads this strand of the Equity and Excellence initiative working expressly to increase intra-school collaboration and the improvement of charter-district relations. District-Charter Partnerships works to foster meaningful relationships between district and charter schools, creating opportunities for them to share resources, best practices, and work collaboratively to strengthen their communities. By working together, district and charter schools can grow (are growing) cooperatively to support equity and excellence for all students in New York City. To date, over 108 district and charter schools have partnered to share best practices. This includes 11 co-located school building campus communities that share practices; 19 schools in District 16 in Brooklyn participating in a district-wide district-charter partnership; and 78 schools in Districts 18, 19, and 23 in Brooklyn engaged in the DOE Uncommon Schools-Impact Partnership. An additional number of C.S.D.'s, C.M.O.'s and school communities will be identified for new collaborative learning partnerships this fall. For [more information about district-charter partnerships](#). You can also reach out to April Gariepy at agariepy@schools.nyc.gov.

6. **Specialized High School Admission Testing Initiative (SHSAT)**

OSDCP works in tandem with the Office of Student Enrollment. In an effort to increase access and support around Specialized High School testing and admissions, the [DOE implemented six initiatives](#) last year to help achieve the goal of increased diversity at the eight testing specialized high schools. One of these initiatives focuses on SHSAT preparation for 7th graders through Middle School afterschool programs. In December of last year, the DOE and the Department of Youth and Community Development (DYCD) started identifying School's Out New York City (SONYC) providers to host test prep programs to be run by private test preparation vendors. DOE partners with 9 test prep vendors, all of whom have been increasing staff to effectively and efficiently facilitate programs in select NYCDOE schools. Be advised, this initiative is gradually expanding yet we expect to extend additional invitations to schools a bit later during the 17-18 school year.

7. **New York City Men Teach (NYCMT)**

OSDCP collaborates with NYC's Young Men's Initiative, C.U.N.Y., Teach for America, Teaching Fellows, the NYC Teaching Collaborative to recruit and retain [men of color](#) committed to **educating** today's diverse student population. NYCMT seeks to form partnerships with charter schools to improve hiring opportunities for men of color interested in teaching. During the 2016-2017 school year, 15 NYC charter schools were invited to recruit candidates from a pool of NYCMT Anchors (candidates). During the 2017-2018 school year, we expect to increase our cohort of participating schools. For more information about [NYCMT](#). You can also reach out to Sonya Hooks at shooks@schools.nyc.gov.

8. **Overcoming Obstacles**

OSDCP partners with Overcoming Obstacles to support the many charter (and district) schools committed to developing their students' co-academic college and career readiness competencies. The free resource/web-based trainings are designed to equip schools with curricular tools and strategies to support student development. Its comprehensive k-12 life-skills curriculum is devised to meet the differentiated advisory needs of schools. For twenty-five years, the Overcoming Obstacles initiative has assisted schools across New York City with understanding/messaging the "life-skills why" and subsequent meeting of the holistic needs of their students. For more information, please log onto overcomingobstacles.org. You can also reach out to Sonya Hooks at shooks@schools.nyc.gov.