



CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 5/18/12

Operations – All NYC Charter Schools

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2012-2013 ATS Rollover

All Schools

ATS for the 2011-2012 school year will shut down, due to year end maintenance, from July 13 to July 15. After the shutdown period or rollover, ATS will open for the 2012-2013 school year. Please note that some 2011-2012 school year functionality will no longer be accessible when ATS opens for 2012-2013 school year. **All schools can begin to list notice students to your school. We strongly recommend that this be completed prior to June 30.** Please review the attached 2012-2013 ATS Rollover document for tips related to this transition.

CAP Use for Incoming Students

All Schools

Once list noticed, schools can begin looking up incoming students on CAP. Please be aware that many turning 5 students' IEPs will not be in CAP as there are system-wide issues with data migrating from SESIS to CAP. All other incoming grades (5, 6, 9, etc) can look in CAP and expect to see if an IEP exists.

Please follow up with parents and/or sending schools if the data in CAP is not up to date. To request CAP access, please complete form (<http://www.nycboe.net/Forms/systemsaccess/Default.aspx>) and return to Susan Payden at SPayden@schools.nyc.gov.

If you have any questions, please contact your CSO Director of Operations.

Payment 1 for Fiscal Year 2013

All schools

The Online Invoice Application will be open for Payment 1 projections from June 1 to June 6. Due to city's fiscal year starting on July 1, July payments will not be made to schools by the first of the month. This year, we anticipate that payment will be made by July 9 at the latest. Please remember to update all contact information on the "Account Administration" link from the VPortal landing page as well as the "Contact Management" module.

Reconciliation for Fiscal Year 2012

All schools

Reconciliation for FY 2012 will be done through the Online Invoice Application. The Online Invoice Application will be open for Reconciliation from **July 17 to July 31**. This last invoice of the fiscal year will encompass the entire school year and must be checked carefully to correct for any errors during the 6 previous invoices. Payment or recoupment will take place in Payment 3 of the Fiscal Year 2013 (October/ November). The data pull for Reconciliation will take place on July 2; please make sure ATS is updated prior to this date.

Service in Schools Survey

All Schools / Deadline: Friday, May 25, 2012

Contact: Jose Beiro at jbeiro@schools.nyc.gov

This survey is from NYC DOE's *Service in Schools*, a citywide program that seeks to increase student volunteerism. The results of this survey will be shared with the Mayor's NYC Service Office and will help us support community service efforts in all New York City schools -including charter schools- for the upcoming 2012-13 academic year. School Leaders are asked to complete this [brief survey](#) by **Friday, May 25 at 5pm**.

Please visit *Service in Schools* at <http://schools.nyc.gov/service> for ideas and resources to engage your students in community service.

ACTION REQUIRED – Submit calendar dates for school year, summer school transition

Please submit your school's end of 2011/12 dates, summer school dates, and start of 2012/13 dates in this [online form](#). Confirming this information is hugely helpful for our office to support your schools during the SY 2011/12 to SY 2012/13 transition. Thank you.

Action Required: Add Staff to Galaxy by June 22; All OLD DOE Accounts will be Deactivated on June 29

Last week, all Principals received Galaxy user names and passwords, along with user guides (under the heading Galaxy on the CSO [Ops Wiki](#)) with step by step instructions for how to give staff a DOE account, which gives access to DOE email, intranet, WebConnect and SESIS (if a role is assigned). **All DOE email accounts that were given to schools prior to March of 2012 will be permanently deactivated on June 29!** Please make sure that you have added all staff who need access to DOE email, intranet, WebConnect or SESIS to Galaxy by June 22 to avoid an interruption of access to any system.

Also please note that these old DOE accounts (pre March 2012) do not and will not give staff SESIS access. A new account must be created by adding the staff to galaxy. Please remember to use the charter specific SESIS training materials (under the heading Special Education on the CSO [Ops Wiki](#)) as well as the wealth of general SESIS resources on the [SEGIS portal](#) (you will be asked for user name and pass as this site is on the DOE Intranet).

Regents Scanning and Administration Training

All Schools Administering Regents Examinations/ Event: Webinar **Thursday May 31st, 10:00am-11:00am**

The Charter Schools Office and the Division of Academics, Performance and Support will be co-hosting a webinar on Thursday, May 31st from 10:00am-11:00am reviewing Regents administration procedures as well as printing and scanning Regents answer documents into ATS. This webinar is targeted for

- a) Schools administering the Regents exams for the first time.
- b) Schools with new testing coordinators responsible for administering the exams.
- c) Testing coordinators who would like a refresher on policies and procedures.

To RSVP to the Webinar, please e-mail your name and e-mail address to Bert Wyman at BWyman@schools.nyc.gov.

Guidance on Reporting Teacher-Student Data Linkages (TSDL)

Schools with grades 4-12/ Event: May 21st

The Charter Schools Office anticipates distributing guidance to Charter Schools who are required to report Teacher-Student Data Linkage on Monday, May 21st. The documentation will be sent from Bert Wyman (BWyman@schools.nyc.gov) and will contain instructions on how to compile and submit the data and answers to frequently asked questions. This guidance will also include updated reporting deadlines, please disregard the June 1st deadline found in previous memoranda from NYSED. If you have any questions or need additional support, please contact CSsupport@schools.nyc.gov.