



CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 4/20/12

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SEGIS Update

All schools

Due to a small technical glitch, emails with Galaxy usernames and passwords did not go out last week. We anticipate this being resolved shortly and for school Principals to receive Galaxy user names and passwords next week.

Certify orders in FAMIS once received

All schools

In order to ensure payment through the NYCDOE to vendors used for NYSTL purchasing, the last step is for schools to certify each PO as the items are received. Please see attached guide for detailed instructions. Certification should happen as items are shipped and should be completed by the close of the fiscal year- June 30, 2012.

Reconciliation for Fiscal Year 2012

All schools

Reconciliation for FY 2012 will be done through the Online Invoice Application. Reconciliation will be done through portal and will be due July 31 at Close of Business. Our office will send updates with

details about when the portal will open as well as when the ATS data pull will take place, but are anticipating an early July date.

Payment 1 for Fiscal Year 2013

The Online Invoice Application will open for your payment 1 projections on June 1. Schools will have 4 business days to complete the invoice. 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.

The Dignity for All Students Act

All schools

The Dignity for All Students Act was signed into law on September 13, 2010 and takes effect on July 1, 2012. Although charter schools are not required to make changes to their curriculum, under the Act, Charter Schools are required to add provisions "prohibiting, among other things, discrimination and harassment" to their Codes of Conduct. The New State Department of Education has more information about [the Act](#) and the regulatory [amendments](#) on their site.

NYSESLAT Administration

All schools

All students who are Limited English Proficient/English Language Learners (ELLs) must take the New York State English as a Second Language Achievement Test (NYSESLAT) this spring. To prepare for testing, please review the [NYSESLAT Assessment Memo](#) and [School Administrator Manual](#).

Individual testing dates for students in your school should be selected from within the following designated time periods:

- Administration of the speaking portion (an individual oral test for each student): **April 18 – May 18**
- Administration of the reading, writing, and listening portions (group administrations): **May 7 – 18**

NYSESLAT answer documents will be delivered to schools beginning **April 30**.

For questions, email Jose Garcia Jgarcia17@schools.nyc.gov.

AP Exam Fee Subsidy Program Update: Additional Information + Ordering Deadline Extended

High schools / Deadline: April 25

On April 12, the USDOE notified states that it has provided the AP Test Fee Program with additional funds to cover the full costs of 2012 AP exams for eligible low-income students. The funds will allow NYSED to pay for all exams taken by qualifying students in May 2012.

The ordering deadline for AP exams has been extended to **April 25** (the original deadline was March 30) to help ensure that schools have an opportunity to place orders for any affected students. AP coordinators do not collect fees from eligible low-income students and should continue to follow the

[College Board's pre- and post-exam instructions for NY State schools](#). NYSED will coordinate the payment of fees directly with the College Board.

For questions, email Niket Mull at NMull@schools.nyc.gov or Mike Barry at mbarry@collegeboard.org.

Submit Confirmation Form for NYSAA Datafolios

All schools / Deadline: April 27

Your school should have received your students' New York State Alternate Assessment datafolios back from the scoring site on April 5. If you have not already done so, open the test boxes to ensure that the number of datafolios in the box matches the number of datafolios that your school sent for scoring; also check to see that no answer documents are left inside the datafolios.

A note will be enclosed in the boxes if any of your students' datafolios were selected and held as part of the NYSED's review process; any selected datafolios will be sent back to you in late August.

After checked the materials, your principal must complete this [confirmation form](#) and fax it to your [assessment implementation director](#) by **April 27**. Place the datafolios in a secure location until June 2013.

For questions, email Louise Smith LSmith2@schools.nyc.gov.

A+ Fundraisers for High Schools Guide and Toolkit

High schools

If you are interested in receiving a paper copy of the new [A+ Fundraisers for High Schools](#) guide, please contact the Analyst responsible for your cohort and specify how many copies you would like to receive and the address to which they should be sent. These guides were created as part of [DOHMH's Healthy High School Initiative](#) and contain healthy food and non-food fundraiser ideas with tips for organizing and implementing these fundraisers.

Match Your School to a Local Food Pantry: Sign-Up by May 11

All schools

Contact: Michael Karp at mkarp@commoncents.org or (212)579-0579 ext.116

Common Cents invites NYC schools to be a part of its Full Pantry Project, which matches schools to their closest neighborhood food pantry. This program lets students directly support hunger issues, build stronger relationships within the community, and learn about hunger and the people affected by it. The Full Pantry Project has helped many food pantries thrive. [Learn more and get matched to a pantry today.](#)