

Schools with Multiple Sites

Creating Future Classes: Classes must have the correct OPT Code

An OPT code defines a specific location for busing or MetroCard shipments. Schools with one ATS code (DBN code) may have multiple sites (D75 schools, schools with annexes), each of which will have a unique OPT code. It is imperative during class creation that the correct OPT code be associated with each class.

Examples:

City As School (02M560) has three sites, each with a different OPT code: OPT arranges MetroCard shipments to each site based on the number of students enrolled in classes at each location.

- | | |
|--|----------------|
| 1. City as School at 16 Clarkson Street | OPT code 02701 |
| 2. City as School at 3450 E Tremont Avenue | OPT code 11432 |
| 3. City as School at 49 Flatbush Ave Ext | OPT code 13410 |

D75 Location (75K004) has eight sites, each with a different OPT code: OPT established bus routes to each specific address for students assigned to specific sites.

- | | | |
|--------------------------|-------------------|----------------|
| 1. P004K@P853 | 234 Herkimer St. | OPT code 13463 |
| 2. P004K@Greenpoint YMCA | 101 Walton St. | OPT code 14641 |
| 3. P004K@P081K | 990 DeKalb Ave. | OPT code 16409 |
| 4. P004K@P843K | 530 Stanley Ave. | OPT code 19307 |
| 5. P004K@P072K | 605 Shepherd Ave. | OPT code 19460 |
| 6. P004K@PB04 | 700 Jamaica Ave. | OPT code 19464 |
| 7. P004K@P007K | 858 Jamaica Ave. | OPT code 19468 |
| 8. P004K@PS 109 | 1001 E 45 St. | OPT code 22446 |

Achievement First Bushwick Charter School (84K538) has three locations for elementary, middle, and HS students, which will affect both busing and MetroCard shipments

- | | | |
|------------------------------------|------------------|----------------|
| 1. Achievement First Bushwick Elem | 125 Covert St. | OPT code 32538 |
| 2. Achievement First Bushwick MS | 1300 Greene Ave. | OPT code 32588 |
| 3. Achievement First Bushwick HS | 1485 Pacific St. | OPT code 17538 |

On the CMOD screen (shown below) the OPT Number field in the lower left must have the correct OPT code for the location where the class will be located.

```

PROFILE 77-Q-480      New York City Public Schools      11-10-00 20:35:07
MNTN0210-DEMO-Q    Official Class Data Add / Change Screen    00149-EBERELS
==>

                                SCHOOL NUM: 480

CLASS CODE: 005      BILINGUAL: N (Y/N)      SAR/LTA: N (Y/N)

TEACHER ID: 677201  LAST NAME: STEINFELD_____ FIRST NAME: ARI_____
ADVISOR             LAST NAME: MALAMENT_____ FIRST NAME: _____

UAPC OFFICIAL CLASS: 005_
UAPC GRADE LEVEL: X3      GRADE: 942

CLASS DESC: _____

NUMBER OF STUDENTS - ALLOWED: 20_      ACTUAL: 1

OPT NUMBER: 27519  PRINTING LOC: 77Q480  ROOM NUMBER: B7__  CAP CLASS: 201
Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return F4/Lookup  F5/Search  F6/
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit
  
```

The OPT code in that field will display on a student's individual record (TUTD) in ATS:
Achievement First Charter School—ATS School Code 84K538

Student attending Elementary: OPT code 32538

```
PROFILE 84-K-538
TRAN0120
==>
STUDENT ID:
ATS SCHOOL 84K538
OPT SCHOOL: 32588
```

Student attending Middle School: OPT code 32588:

```
PROFILE 84-K-538
TRAN0120
==>
STUDENT ID:
ATS SCHOOL 84K538
OPT SCHOOL: 32538
```

Student attending High School: OPT code 17538:

```
PROFILE 84-K-538
TRAN0120
==>
STUDENT ID:
ATS SCHOOL 84K538
OPT SCHOOL: 17538
```

Follow these steps to complete this task:

1. Find out if your school is on the list of affected schools [here](#). If your school is not on the list you do not need to do anything further.
2. If your school **IS** on the list, review all of your newly created classes on the CMOD screen in ATS. Verify that each class has been assigned the correct OPT code.

If you have any questions, please contact your CFN Transportation Liaison.