

Operations (All NYC Schools)

1. [ATS Reports: Charters Can Now Download to Excel!](#)
2. [Enter In First Attend Dates for All Students- by Oct 26](#)
3. [DOE Intranet Access Survey for Charter Schools](#)

Oversight (NYCDOE- Authorized Schools Only)

4. Test test
5. Text here from oversight

ATS Reports: Charters Can Now Download to Excel

Charter schools can now download ATS reports to MS Excel!! The process is quick and easy to learn. You need:

- A DoE email account
- An ATS username and password

Please access the [user guide](#) for instructions. To request ATS access, please email a complete form (found here: [here](#)) and return to Tiffany Liu at TLiu2@schools.nyc.gov

New DoE email accounts are not currently being provisioned. We will introduce a solution soon that offers both flexibility for charter IT environments and security for student and other data.

The Charter Schools Office would like to thank the DoE Division of Instruction and Information Technology (DIIT) for their expert support to provide this solution, and thank you for your patience while we continue to rollout new applications to improve charter schools' interface with DoE systems. Please reach out to the operations liaison for your school if you have any questions.

Enter In First Attend Dates for All Students- by Oct 26

Colleagues in the Division of Students with Disabilities and English Language Learners have informed us that first attend dates for over 1000 student who receive SETTTS and over 800 students who receive Related Services have not been entered. This impacts the data that is in your bi-monthly invoice, the VR 1-9 reports that are sent to the state in late October, as well as the IDEA dollars that the DOE receives from the Federal Government. For all students receiving SETTTS and Related Services, please make sure a first attend date has been called in for each child and service by using the IVR system (documents attached).

Over 1,000 students who are in an ICT, CTT or other special class also are lacking first attend dates. If your school scans daily attendance, make sure you have scanned in attendance for your these students and classes. If your school does not scan, the CSO will follow up with instructions on how to get this attendance data entered into ATS.

To see information specific to your school, the RACP report in ATS will show Students who are active on ATS, but discharged from CAP , Students whose special education status in ATS does not correspond to the recommended program code from CAP, CAP class codes that are different in ATS and CAP, and Special

education students without a first attendance date. This is a downloadable report that all schools now have access to!

The CSO will be following up with schools with disproportionately large # of missing first attend dates. Please reach out to the operations liaison for your school if you have any questions.

DOE Intranet Access Survey for Charter Schools

The Charter Schools Office (CSO) is requesting your help to test charter school access to DoE intranet website content. You need:

- A DoE email account
- The sites to test: [ATS wiki](#), [Accountability page](#), and [Principal's Portal](#).
- The Google doc [survey](#) to tell us whether you are able to access these pages.

Please take 90 seconds to check your access to the sites above, then use the online survey to tell us whether you could access these sites.

Thank you,
The CSO