

Operations:

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Action Required: Verify School Leaders/Principals for Access to Galaxy/SEIS by COB Tuesday, January 31

To facilitate the upcoming SEIS access, charter school staff must first receive DOE email accounts. A web-based application called Galaxy will automate this process by giving charter school leaders/principals (or their designee) the ability to provision DOE email accounts to their staff. DOE email accounts can also be used to access Webconnect, the online platform that supports ATS.

The CSO will pre-load school leader/principal info into Galaxy, which will initiate the school's Galaxy access and new DOE email account. Next, principals will be able to designate another staff member who will have the ability to add additional staff members.

Please **verify that the Principal name and email address in the attached spreadsheet are correct** by close of business on **Tuesday, January 31**. If the information is correct, NO ACTION IS REQUIRED. If you need to change the information, please submit corrections via this [survey](#). If we do not receive a response by COB on Tuesday, we will assume the information is correct.

Finally, please note that the creation of new DOE email accounts for all charter staff via this process will mean that current DOE email accounts in use by charter staff will be deactivated after the new accounts are created. We will confirm the timing of this transition in a forthcoming bulletin.

Charter Management Organization (CMO) staff will also be granted access to Galaxy and SEIS, and will be sent a separate email with instructions.

Please contact [Laurie Price](#) / SCOTT TORRES/ KEISHA WOMACK with any questions.

Use or lose FY12 NYSTL dollars – Only 2 Months left!!!

As of today, 76 charter schools have not spent any FY12 NYSTL funds. In total, charter schools are leaving \$3.1m in state grant funds unused! Please log into FAMIS today and begin to plan your FY12 NYSTL spending. The deadline to place orders is generally in [early April](#) – so only two months left before the funds expire.

Instructions to place orders in FAMIS are attached. An excel sheet with your school's NYSTL allocation and spend status is also attached. Please use this grant money before it expires!!

If you have any questions, please contact your cohort operations director SCOTT/LAURIE/KEISHA

Per Pupil Funding – Invoice for Payment 5 updates (All NYC Charter Schools)

[Reminder] The online application to submit invoices for payment 5 will be open from 8am on Wednesday Feb 1 to 5 PM Monday February 6. The process will be very similar as the prior two cycles with two small additions. The application will request number of ELL students per class on a new screen, and the school year 2011-2012 IDEA payment will be added to your invoice on the summary page of your invoice.

Since the invoice will pull new ATS and CAP data – please be sure your data is updated by COB January 26. Please contact SCOTT/LAURIE/KEISHA with any questions.

Save Money - Certify your FAMIS Purchase Orders (All NYC Charter Schools)

[Update – deadline extended] About 100 charter schools (see attached spreadsheet) have Purchase Orders from fiscal year 2011 (last school year) still uncertified. Vendors do not receive payment unless a PO is certified in the FAMIS system. If payment is not made to the vendor through the FAMIS system, vendors will be referred directly to the school for another form of payment and the NYSTL funding initially used will be lost.

Attached are step-by-step instructions to certify a Purchase Order (PO). This should be done only after items/services have been received. Please complete by Friday, February 10, 2012. After this time, last year's PO's will be canceled and vendors will be directed to schools for alternate payment. Please contact LAURIE/KEISHA/SCOTT with any questions.