

End of Year Verification (SVER)

Overview

School staff completes the SVER each year for all students receiving specialized transportation. This information is used to develop bus routes for the beginning of the new school year.

Key Dates and Deadlines

Monday, June 2: The SVER will be opened for school staff to begin updates

Thursday, June 26: Deadline to complete SVER entry

Entries after the deadline can only be made on the STRE screen in ATS by CFN Transportation Liaisons

Process Overview

The first step is to review each student's IEP and perform two key functions in ATS **before** completing the SVER

- Confirm specialized transportation is still mandated on the student's most current IEP
 1. Complete the **List Notice** function to identify the school a child will be transferring to in September
 2. Complete **Future Class** creation and assign returning students to their new class
These two functions will populate specific fields on the SVER and **must be completed before making any changes**
- Enter the correct code on the SVER for each student listed
- Print and save a copy of the SVER for your records

Letter Codes for Entry on the SVER		
Letter	Description	
C	Continue as Listed	Student will attend the same school in September
Y	Change and Continue	Student will attend a different school in September (confirm the OPT code in the NEW OPT SCHL column)
G	Assign GE Transportation	Student not mandated for Specialized Transportation on most current IEP but is not attending their zoned school: If GE transportation is available at their assigned school in September, the student may be assigned a yellow bus stop or receive an SE MetroCard; if not GE transportation is available the student may be placed on a specialized transportation route
D	Delete	Student is no longer mandated to receive specialized transportation on their most current IEP OR the student does not require transportation to any site in September
R	Review Record for Placement	Student is mandated to receive specialized transportation and will be attending a different site in September, but that site has not been confirmed

Questions when completing the SVER

Can I change or update entries before the deadline?

- Schools may update records until the last day of the deadline.
- If a change must be made after that date, schools should contact their CFN Transportation Liaison.

I am unable to make some changes to some students on the SVER

- If a September site has been assigned by placement staff for September, you will not be able to update the student record in SVER: confirm this with your CFN Transportation Liaison and leave the field blank. The following message will display at the bottom of the screen when trying to save the changes:

ENTRY NOT ACCEPTED – REQUEST FOR SEPTEMBER IN SYSTEM – USE STRE TO UPDATE

There are students on the SVER that do not attend my school

- Check with your CFN Transportation Liaison so these records can be reviewed and updated on the STRE screen in ATS.

Step-By-Step Procedures

At the Transportation Main Menu:

```

PROFILE 21-K-212      New York City Public Schools      06-03-09 09:27:21
TRAN0100              Transportation Main Menu
==> 12_
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  FTRN  Future Yellow Bus Request
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)
      --- PROJECT READ ---
13 PLST  Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh  F10/     F11/Inventory F12/Exit

```

Enter **SVER** or **12**—Press Right Ctrl

Initial End of Year Verification Screen will display:

```

PROFILE 21-K-212      New York City Public Schools      06-03-09 09:28:27
TRAN0133             End Of Year Verification
==>
DIST: 21 BORO: K SCHOOL: 212      UNPROCESSED RECORDS ONLY: _
      S CURRENT      ----FUTURE---- C NEW
      E CAP OPT      N ATS/NP OPT D OPT
      X CLS SCHL P SCHOOL SCHOOL E SCHL
-----

```

Enter required data and press RIGHT CTRL/RED ENTER

F1/Help F2/Save F3/Quit-return F4/Lookup F5/ F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

Press Right Ctrl to view all students

Student list will display:

PROFILE	22-K-278	New York City Public Schools		DATE AND TIME		
		End Of Year Verification		USERNAME		
				PAGE X OF XX		
DIST:	22	BORO: K	SCHOOL: 278	UNPROCESSED RECORDS ONLY: _____		
				S CURRENT	FUTURE	T NEW
				E CAP OPT N	ATS/NP OPT	C OPT
NAME	STUDENT ID	DOB	X CLASS SCHL P	SCHOOL	SCHOOL	D SCHL
ACHAPELLE, BRANDON	405668556	06/09/05	M T01 22278	22K278	22278	_____
ADAMS, SAMARIE	422056727	10/10/98	F T02 22278	22K278	22278	_____
ALAMO, COOPER	435668558	11/13/03	M T05 22278	22K052	22052	_____
ALAMO, ZEYNAP	439668559	06/01/00	M T06 22278	22K278	22278	_____
ALTINORS, AMARIS	434668560	01/29/07	F T01 22278		XXXXX	_____
ALVAREZ, LEVI	438568561	06/14/02	M T01 22278	22K278	22278	_____
ALVAREZ, JOSEPH	416568562	09/22/97	M T02 22278	22K278	22278	_____
ANDERSON, CID	439568563	01/28/07	M T05 22278	Y ST FRANCIS	15720	_____
ANGLADA, MARIANNE	465668564	08/27/01	F T06 22278		XXXXX	_____
ANTONUCCI, CYRIL	541668565	03/07/06	M T01 22278	22K278	22278	_____

F1/Help F2/Save F3/Quit-Return F4/Quit/Return F5/ Print F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit

Enter a Code for each Student on each page:

PROFILE 22-K-278		New York City Public Schools End Of Year Verification				DATE AND TIME		USERNAME		
PAGE X OF XX										
DIST:	22	BORO: K	SCHOOL:	278	UNPROCESSED RECORDS ONLY: _____					
NAME	STUDENT ID	DOB	S E X	CURRENT CAP CLASS	OPT SCHL	N P	FUTURE ATS/NP SCHOOL	OPT SCHOOL	T C D	NEW OPT SCHL
ACHAPELLE, BRANDON	405668556	06/09/05	M	T01	22278		22K278	22278	C	_____
ADAMS, SAMARIE	422056727	10/10/98	F	T02	22278		22K278	22278	C	_____
ALAMO, COOPER	435668558	11/13/03	M	T05	22278		22K052	22052	Y	<u>22052</u>
ALAMO, ZEYNAP	439668559	06/01/00	M	T06	22278		22K278	22278	G	_____
ALTINORS, AMARIS	434668560	01/29/07	F	T01	22278			XXXXX	R	_____
ALVAREZ, LEVI	438568561	06/14/02	M	T01	22278		22K278	22278	C	_____
ALVAREZ, JOSEPH	416568562	09/22/97	M	T02	22278		22K278	22278	C	_____
ANDERSON, CID	439568563	01/28/07	M	T05	22278		22K178	22178	Y	<u>22178</u>
ANGLADA, MARIANNE	465668564	08/27/01	F	T06	22278			XXXXX	D	_____
ANTONUCCI, CYRIL	541668565	03/07/06	M	T01	22278		22K278	22278	C	_____
F1/Help F7/Back	F2/Save F8/Forw	F3/Quit-Return F9/Refresh	F4/Quit/Return F10	F5/ Print F11/			F6/ F12/Exit			

Press F2 when completed to save changes: Press F5 to print when completed

In many schools data entry may be completed over several days. Once a number of records have been updated, choose to view only the unprocessed records by following the steps below:

View unprocessed records:

PROFILE 21-K-212		New York City Public Schools				06-03-09 09:33:22				
TRAN0133 End Of Year Verification										
==>										
DIST:	21	BORO: K	SCHOOL:	212	UNPROCESSED RECORDS ONLY: Y					
NAME	STUDENT ID	DOB	S E X	CURRENT CAP CLS	OPT SCHL	N P	----FUTURE---- ATS/NP SCHOOL	OPT SCHOOL	C D E	NEW OPT SCHL

Enter required data and press RIGHT CTRL/RED ENTER										
F1/Help F7/	F2/Save F8/	F3/Quit-return F9/Refresh	F4/Lookup F10/	F5/ F11/			F6/ F12/Exit			

From the main screen enter Y in the Unprocessed Records Only field

Press Right Ctrl: Listing of students will display

```

PROFILE 21-K-212      New York City Public Schools      06-03-09 09:35:33
TRAN0133             End Of Year Verification
==>
DIST: 21 BOR0: K SCHOOL: 212                               UNPROCESSED RECORDS ONLY: Y
NAME                STUDENT ID   DOB      S CURRENT  ----FUTURE---- C NEW
                   E CAP OPT  N ATS/NP  OPT  D OPT
                   X CLS SCHL  P SCHOOL  SCHOOL E SCHL
-----
                   205337942 04/14/99 M E31 21212
                   215671140 05/02/03 F T01 21212

F1/Help  F2/Save  F3/Quit-return F4/Lookup  F5/Print  F6/
F7/      F8/      F9/Refresh    F10/      F11/      F12/Exit

```

Enter the correct code and save

```

PROFILE 21-K-212      New York City Public Schools      06-03-09 09:35:33
TRAN0133             End Of Year Verification
==>
DIST: 21 BOR0: K SCHOOL: 212                               UNPROCESSED RECORDS ONLY: Y
NAME                STUDENT ID   DOB      S CURRENT  ----FUTURE---- C NEW
                   E CAP OPT  N ATS/NP  OPT  D OPT
                   X CLS SCHL  P SCHOOL  SCHOOL E SCHL
-----
TELLO, ALEJANDRO    205337942 04/14/99 M E31 21212                Y 03515
PEREZ, CARINA       215671140 05/02/03 F T01 21212                Y 09213

F1/Help  F2/Save  F3/Quit-return F4/Lookup  F5/Print  F6/
F7/      F8/      F9/Refresh    F10/      F11/      F12/Exit

```

Press F2/Save to save all changes

Support:

Contact your CFN Transportation Liaison, OPT Borough Account Manager, or OPT Training Team