



## Using the Non-Public Calendar Application

The non-public calendar application is used by charter schools and non-public schools to notify OPT and bus vendors of their days of service. Schools are required to update their calendar in the spring for the coming year. We also advise schools to review and update the calendar on a monthly basis through the school year.

### Update calendar for both general education and door-to-door busing

If your school has both types of busing you must update both calendars

### 180 days of service

All charter and non-public schools may request up to 180 days of service for transportation each school year: payment for additional days of service over and above 180 days are the responsibility of the school, and schools make these arrangements directly with their vendors. Schools may choose up to five alternate days of service, choosing to have busing on days DOE schools are closed. The calendar application tracks the number of service days and will not allow schools to select more than 180 days of service.

### Follow these tips when planning your calendar in the spring:

1. OPT will open the application in March for all schools
2. Select the calendar for the upcoming year and select calendar edit
3. Identify your school's first day of service: request no service for any date on the calendar prior to your first day of school
4. Jump through the calendar to June and request no service for any days you will not have service
5. Enter planned half days (half day service counts as one day)
6. Enter dates of no service on dates your school will be closed or not require busing
7. Select up to five alternate days of service based on your school's schedule

### Each month:

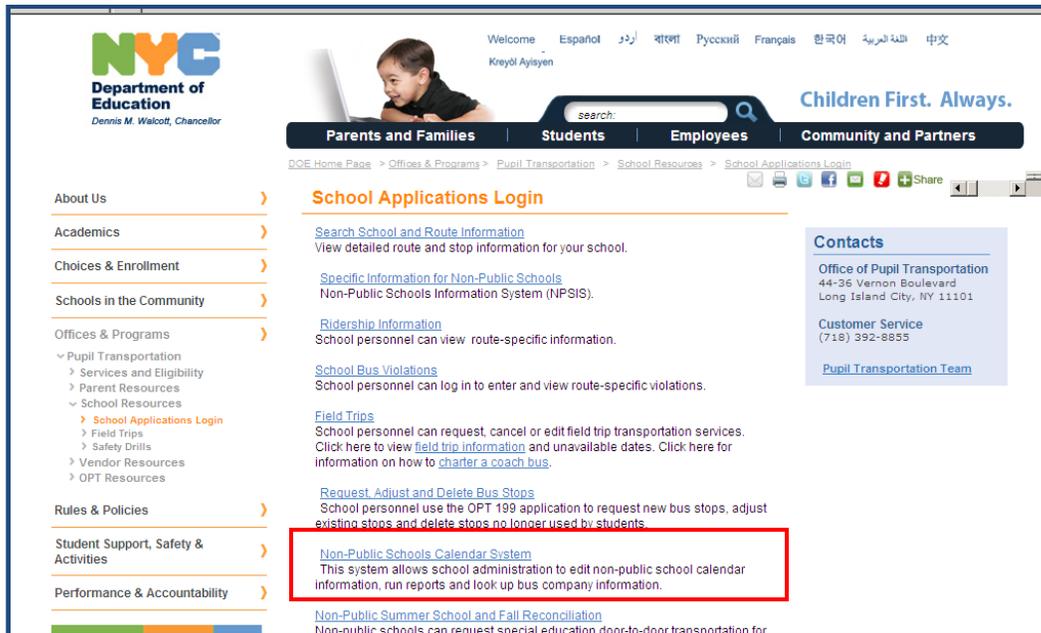
Review the next month to make any adjustments or updates to your calendar

Bus vendors will review the calendar and plan service as entered on the calendar. Vendors will have this information in advance, but you may choose to remind your bus vendors of your upcoming plans.

Schools may update their calendar up to three days in advance. Contact your OPT account manager or borough director if you need an emergency change outside this deadline; OPT staff will advise you if your request can be granted.

**Access the application from the OPT Web site: School Applications Log In**

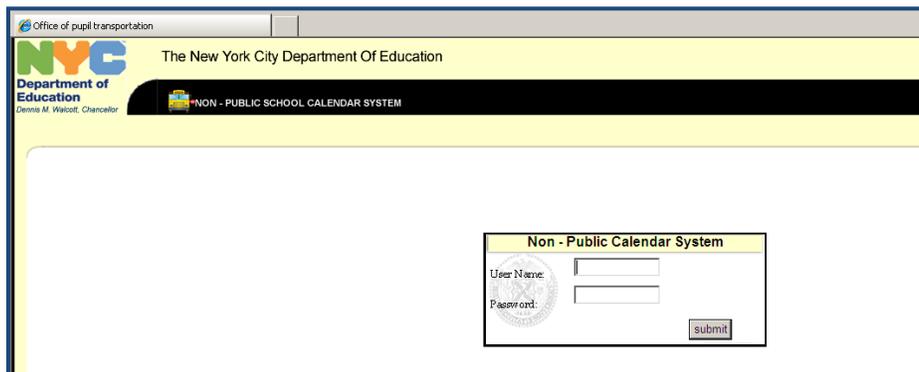
<http://schools.nyc.gov/Offices/Transportation/SchoolResources/SchoolApplicationsLogin/default.htm>



The screenshot shows the 'School Applications Login' page. The left sidebar contains a navigation menu with categories like 'About Us', 'Academics', 'Choices & Enrollment', 'Schools in the Community', 'Offices & Programs', 'Rules & Policies', 'Student Support, Safety & Activities', and 'Performance & Accountability'. Under 'Offices & Programs', 'Pupil Transportation' is expanded, and 'School Applications Login' is highlighted. The main content area lists several links: 'Search School and Route Information', 'Specific Information for Non-Public Schools', 'Ridership Information', 'School Bus Violations', 'Field Trips', 'Request, Adjust and Delete Bus Stops', and 'Non-Public Schools Calendar System'. The 'Non-Public Schools Calendar System' link is highlighted with a red box. A 'Contacts' sidebar on the right provides information for the Office of Pupil Transportation and Customer Service.

**Click the link “Non-Public Schools Calendar System”**

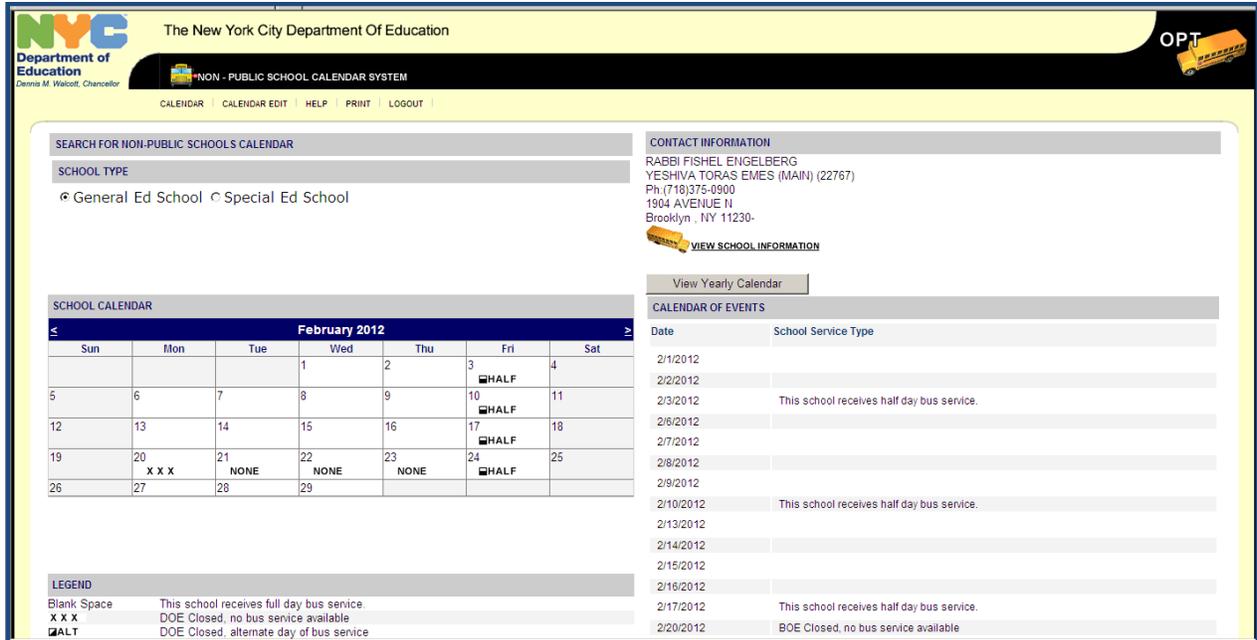
<http://www.opt-osfns.org/opt/vendors/npcalendar/login.aspx>



The screenshot shows the login page for the 'Non - Public Calendar System'. The page header includes the NYC Department of Education logo and the text 'The New York City Department Of Education'. Below the header, there is a navigation bar with the text 'NON - PUBLIC SCHOOL CALENDAR SYSTEM'. The main content area features a login form with the following fields: 'User Name:' and 'Password:'. A 'submit' button is located at the bottom right of the form.

Log in using your school’s shared username and password. You will be directed to the main page for the calendar application

## Reading the Main Screen:



The screenshot shows the main interface of the Non-Public School Calendar System. At the top, it displays the NYC Department of Education logo and navigation links: CALENDAR, CALENDAR EDIT, HELP, PRINT, and LOGOUT. The page is titled "NON - PUBLIC SCHOOL CALENDAR SYSTEM".

**SEARCH FOR NON-PUBLIC SCHOOLS CALENDAR**

**SCHOOL TYPE**

General Ed School  Special Ed School

**CONTACT INFORMATION**

RABBI FISHEL ENGELBERG  
YESHIVA TORAS EMES (MAIN) (22767)  
Ph: (718)375-0900  
1904 AVENUE N  
Brooklyn, NY 11230-

[VIEW SCHOOL INFORMATION](#)

**SCHOOL CALENDAR**

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**LEGEND**

Blank Space This school receives full day bus service.  
X X X DOE Closed, no bus service available  
HALT DOE Closed, alternate day of bus service

**CALENDAR OF EVENTS**

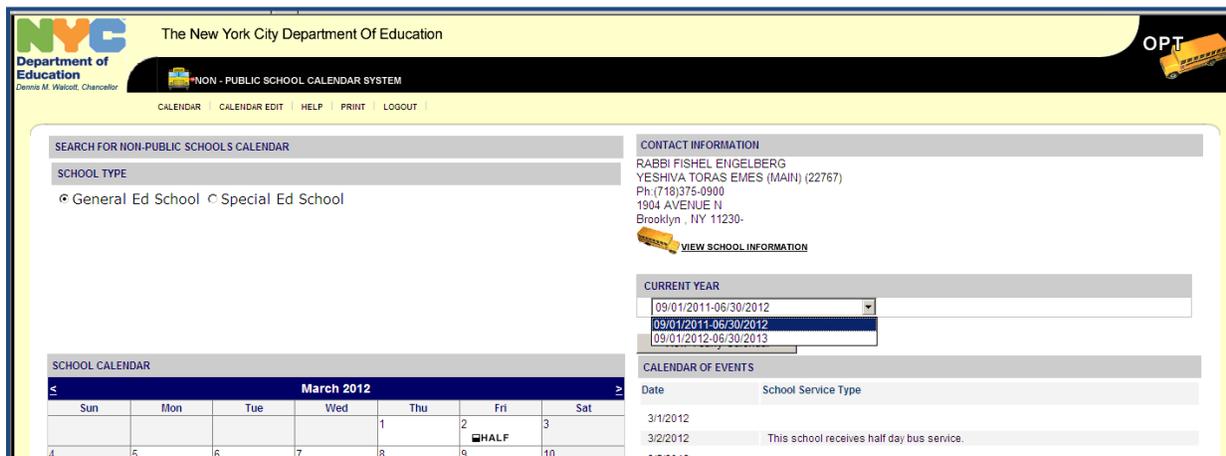
Date	School Service Type
2/1/2012	
2/2/2012	
2/3/2012	This school receives half day bus service.
2/6/2012	
2/7/2012	
2/8/2012	
2/9/2012	
2/10/2012	This school receives half day bus service.
2/13/2012	
2/14/2012	
2/15/2012	
2/16/2012	
2/17/2012	This school receives half day bus service.
2/20/2012	BOE Closed, no bus service available

1. Click General Ed School or Special Ed School to toggle between each calendar
2. Use the arrows at the top of the calendar to jump to a specific month
3. Click View Yearly Calendar to view and print the full-year calendar
4. When setting the calendar for the upcoming year you will be able to click a drop-down arrow on the right of the screen to select the calendar for the upcoming year
5. Click Calendar Edit to make changes

## Select the school year to edit (Spring only)

When the application is opened for editing in the spring, an additional choice will appear on the main screen to select a specific school year

Click the drop-down menu under "Current Year" to select the calendar year



The screenshot shows the main interface of the Non-Public School Calendar System, similar to the previous one but with the "CURRENT YEAR" dropdown menu expanded. The page title is "NON - PUBLIC SCHOOL CALENDAR SYSTEM".

**SEARCH FOR NON-PUBLIC SCHOOLS CALENDAR**

**SCHOOL TYPE**

General Ed School  Special Ed School

**CONTACT INFORMATION**

RABBI FISHEL ENGELBERG  
YESHIVA TORAS EMES (MAIN) (22767)  
Ph: (718)375-0900  
1904 AVENUE N  
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[VIEW SCHOOL INFORMATION](#)

**CURRENT YEAR**

09/01/2011-06/30/2012  
09/01/2011-06/30/2012  
09/01/2012-06/30/2013

**SCHOOL CALENDAR**

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

**CALENDAR OF EVENTS**

Date	School Service Type
3/1/2012	
3/2/2012	This school receives half day bus service.
3/5/2012	

**Edit the Calendar:**

Click the Calendar Edit button to edit specific dates

NON-PUBLIC SCHOOLS CALENDAR

SCHOOL TYPE

General Ed School  Special Ed School

SCHOOL CALENDAR

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 HALF (School Request)	3
4	5	6	7 HALF (School Request)	8 NONE (School Request)	9 NONE (School Request)	10
11	12	13	14	15	16 HALF (School Request)	17
18	19	20	21	22	23 HALF (School Request)	24
25	26	27	28	29	30 HALF (School Request)	31

You may edit any date with a line underneath it. Your school may not request service on federal holidays and some other selected dates when there is no service available across the city.

**Click on a specific date to edit:**

SCHOOL CALENDAR						
March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 HALF (School Request)	3
4	5	6	7 HALF (School Request)	8 NONE (School Request)	9 NONE (School Request)	10
11	12	13	14	15	16 HALF (School Request)	17
18	19	20	21	22	23 HALF (School Request)	24
25	26	27	28	29	30 HALF (School Request)	31

UPDATE EVENTS

School Service Type

No Service

Half Day

Update

SCHOOL INFORMATION

Number of D O E holidays = 15 (Excluding Alt days)

Number of available Alt Days = 16

General Education

Alt Days Chosen	5
Full Days	136
Half Days	35
No service Days	46
180 days service Limit	171

Session Time

[Click here to view Session time](#)

After clicking the date, you will be able to choose **No Service** or **Half Day**

Click Update and the change will be displayed on the calendar, and the days of service under school information will change

SCHOOL CALENDAR						
March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 HALF (School Request)	3
4	5	6	7 HALF (School Request)	8 NONE (School Request)	9 NONE (School Request)	10
11	12	13	14	15	16 HALF (School Request)	17
18	19	20	21	22	23 HALF (School Request)	24
25	26	27	28	29 HALF (School Request)	30 HALF (School Request)	31

**UPDATE EVENTS**

School Service Type

No Service

Full Day

Half Day

Update

**SCHOOL INFORMATION**

Number of D.O.E holidays = 15 (Excluding Alt days)  
 Number of available Alt Days = 16

General Education

Alt Days Chosen	5
Full Days	135
Half Days	36
No service Days	46
*180 days service Limit	171

Session Time

[Click here to view Session time](#)

After updating the calendar, text will display showing that the school has requested half day service on a specific date

**Selecting an alternate day:**

SCHOOL CALENDAR						
April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 NONE (School Request)	4 NONE (School Request)	5 NONE (School Request)	6 X X X	7
8	9 ALT (Limit Exceeds)	10 ALT (Limit Exceeds)	11 ALT (Limit Exceeds)	12 ALT (Limit Exceeds)	13 ALT (Limit Exceeds)	14
15	16	17	18	19	20 HALF (School Request)	21
22	23	24	25	26	27 HALF (School Request)	28
29	30					

**UPDATE EVENTS**

School Service Type **DOE Closed, alternate day of bus service.**

Full Day

Half Day

Update

**SCHOOL INFORMATION**

Number of D.O.E holidays = 15 (Excluding Alt days)  
 Number of available Alt Days = 16

General Education

Alt Days Chosen	5
Full Days	136
Half Days	35
No service Days	46
*180 days service Limit	171

Session Time

[Click here to view Session time](#)

The date shown above is during the DOE Spring Recess. This is a day a school may request service even though DOE schools are closed. The text reads (Limit Exceeds) because this school has already chosen their five alternate days (this is shown in the School information to the right).

**Reading the Legend:**

LEGEND	
Blank Space	This school receives full day bus service.
X X X	DOE Closed, no bus service available
■ALT	DOE Closed, alternate day of bus service
■HALF	This school receives full/half day bus service.
NONE	This school receives no bus service.
BQ	General Ed. Schools from Brooklyn and Queens receives no bus service
(School Request)	Request is school specific
(Limit Exceeds)	Limit of 5 alt days selection exceeds

- Blank:** School will receive busing on this date
- X X X:** DOE Closed – no busing may be requested by the school
- ALT:** Identifies a date that a school may select for service, a date where DOE schools are closed but a non-public or charter school may have classes
- HALF:** Identifies a date the school has requested half day service. Schools can contact their vendor to provide them with the requested pick up time. If before 12 noon, the am vendor will provide service; If after 12 noon, the pm vendor will provide service.
- NONE:** Identifies a date the school has requested no service: no busing will be provided on these days
- BQ:** Not currently in use: previously, this alert was for GE schools in Brooklyn and Queens, that there is no service on this date

**Reviewing School Information:**

SCHOOL INFORMATION	
Number of D.O.E holidays =	15 (Excluding Alt days)
Number of available Alt Days =	16
General Education	
Alt Days Chosen	5
Full Days	136
Half Days	35
No service Days	46
*180 days service Limit	171
Session Time	
<a href="#">Click here to view Session time</a>	

This data represents a snapshot of your schools’ calendar information:

1. Alt Days chosen: May not exceed 5 days for the school year
2. Full days: Buses will drop off and arrive and pick up students based on your schools session time: You can review this data by clicking the [Click here to view Session time](#) link
3. Half days: Buses will drop off for your am session time but will arrive early to pick up students
4. No Service Days: Identifies dates where there is no service available or days you have requested no service

\*180 days service limit: Shows how many days of service you have requested using the calendar



**GE and SE Calendars will display different options for schools:**

1. April 6 on the **GE calendar** is a date where no service is available (XXX is displayed and the date cannot be chosen)
2. April 6 on the **SE calendar** is a date where service can be requested. (the day can be selected for editing)

NON-PUBLIC SCHOOLS CALENDAR						
SCHOOL TYPE						
<input checked="" type="radio"/> General Ed School <input type="radio"/> Special Ed School						
SCHOOL CALENDAR						
April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 NONE (School Request)	4 NONE (School Request)	5 NONE (School Request)	6 X X X	7
8	9 ALT (Limit Exceeds)	10 ALT (Limit Exceeds)	11 ALT (Limit Exceeds)	12 ALT (Limit Exceeds)	13 ALT (Limit Exceeds)	14
15	16	17	18	19	20 HALF (School Request)	21
22	23	24	25	26	27 HALF (School Request)	28
29	30					

NON-PUBLIC SCHOOLS CALENDAR						
SCHOOL TYPE						
<input type="radio"/> General Ed School <input checked="" type="radio"/> Special Ed School						
SCHOOL CALENDAR						
April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 NONE (School Request)	4 NONE (School Request)	5 NONE (School Request)	6 NONE	7
8	9 NONE	10 NONE	11 NONE	12 NONE	13 NONE	14
15	16	17	18	19	20 HALF (School Request)	21
22	23	24	25	26	27 HALF (School Request)	28
29	30					