



## CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 1/6/2012

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### **SEGIS Training Updates**

SEGIS (Special Education Student Information System) access for Charter Schools will be rolled out in March of 2012! The CSO, the Division of Students with Disabilities and English Language Learners and the NYC Special Education Collaborative are working to develop training that will serve the needs of charter school users. Based on overwhelming feedback from the CSO customer service survey that indicated a desire for training via webinar, we have created a training sequence and Learning Path that consists of webcasts, self-paced web-based training modules, quick reference guides and webinars guided by user-submitted questions. This training sequence, or Learning Path, is currently being piloted by members of the NYC Special Education Collaborative before implementation with all charter users. The Learning Path will be rolled out week by week over the next 7-8 weeks via the CSO Weekly Communication. Please make sure that you are looking for the SEGIS updates each week and forwarding them to the appropriate members of your staff. Please reach out to your operations liaison if you have any questions.

### **Reminder: Do Not Open Special MetroCards delivered in November**

Schools received special MetroCards in late November in anticipation of a possible yellow bus strike. The packaging stated to only open in the event of a strike. These MetroCards should not be removed from packaging and not distributed unless you are advised otherwise. The Metropolitan Transit Authority has notified the NYCDOE that some of these cards are currently in use; they will be deactivated later this week.

If you find that the MetroCards delivered in these packages were inadvertently distributed, please collect them immediately. Contact your OPT Borough Director if you have any questions. Thank you.

Borough Directors:

Manhattan	Richard Scarpa	<a href="mailto:rscarpa@schools.nyc.gov">rscarpa@schools.nyc.gov</a>	718 482-3740
Queens	Frank Jackson	<a href="mailto:fjackson@schools.nyc.gov">fjackson@schools.nyc.gov</a>	718 482-3763
Bronx	Seth Brown	<a href="mailto:sbrown14@schools.nyc.gov">sbrown14@schools.nyc.gov</a>	718 482-3850
Brooklyn	Diane Beediahram	<a href="mailto:dbeediahram@schools.nyc.gov">dbeediahram@schools.nyc.gov</a>	718 482-3769
Staten Island	James Campbell	<a href="mailto:jcampbell8@schools.nyc.gov">jcampbell8@schools.nyc.gov</a>	718 482-3770

### Submission of Lottery Information (All NYC-DOE Authorized Schools)

Please be advised that the Charter Schools Office is extending the deadline for submitting school application and lottery information to **January 15**. Please update your accountability calendars to reflect this change. As indicated in the Accountability calendar, schools should submit the following:

1. Charter School Application Deadline
2. Lottery Drawing date
3. Copy of the School Application
4. School Marketing Plan including:
  - Timeline of outreach and promotional activities
  - Communication plan (e.g., notifying public of application procedures and lottery drawing, for example)
  - Discussion of recruitment activities (include any significant changes from previous year)
  - Specific outreach activities for English language learners (ELLs) and students requiring Special Education (SPED) services
  - Lottery process (e.g., electronic, in person, manual, etc.)

Please refer to [NYSED Guidelines on the NYS Charter School Uniform Applications Form](#) for additional guidance on New York State requirements pertaining to charter school admissions applications.

There is no specific template required to submit this information; however, please forward your documentation in one e-mail to [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov) with the subject line: “[YOUR CHARTER SCHOOL NAME]: Application and Lottery Process”. *\*\*Please note: the CSO mailbox cannot accept emails from non-DOE email addresses if they contain more than 10 MBs worth of attachments. If you receive a bounceback message after emailing your documents, please check to see if your email submission contains more than 10 MBs worth of attachments. If it does, please either re-size the files or re-send the submission in multiple, smaller emails.*

If you have specific questions regarding this submission, please contact Daree Lewis, [DLewis14@schools.nyc.gov](mailto:DLewis14@schools.nyc.gov)