

## Parent coordinator cellphone information

Established users:

Parent coordinator cellphone renewals are paid for by the central office for all established lines of service under the following conditions:

- 1) The service was established in the prior fiscal year or earlier. (New users see below)
- 2) The user is a parent coordinator with a valid DOE employee ID.
- 3) The user device is an ATT cell phone (no Blackberry, broadband devices or carriers other than ATT)
- 4) The central office does not cover replacement devices. Devices over 12 months old or stolen devices with a police report, can be replaced with budget funds, any other non-warranty replacement will be by check or money order from the user.

New users:

The school will order and pay for the new ATT cell phone and service in FAMIS for the first year.

- 1) The user is a parent coordinator with a valid DOE employee ID.
- 2) The central office will cover the service cost for the second and subsequent years.
- 3) At the beginning of the second fiscal year the user or the budget responsible will notify the Office of Wireless Communications at [doesms@schools.nyc.gov](mailto:doesms@schools.nyc.gov) that the user is a parent coordinator and eligible for service renewal by the central office.
- 4) The above notification only needs to happen once as the user will be added to the parent coordinator list and subsequent renewals will be automatic.

Device upgrades or changes in carrier:

- 1) The school will be responsible for the full cost of the new device and the full year of service for the current year and all subsequent years.
- 2) The school will notify. The Office of Wireless Communications at [doesms@schools.nyc.gov](mailto:doesms@schools.nyc.gov) that they wish to make a change to the parent coordinator service.
- 3) The changes will be updated in FAMIS.
- 4) Once the changes have been updated in FAMIS the school will renew service and order the new device for the parent coordinator.