



Dear Charter School Administrator,

The following Automate the Schools (ATS) discharge codes are considered to be regional discharges and require Charter Schools Office approval.

Code 10: Discharged to a Court Ordered Placement

Code 12: Address Unknown

Code 20: Early Admission to a Four-Year University

Code 25: Already Received a High School Diploma Outside NYCDOE at Time of Enrollment

Code 39: Voluntary Withdrawal or Discharge After 20 Consecutive Days of Non-attendance

Please follow these instructions if you need the Charter Schools Office to approve these discharges.

1. For discharge codes 10, 20, and 25, please submit the supporting documentation that is necessary to grant these discharges. Please refer to the [Discharge Procedures for Charter Schools](#) document for more specific detail on which documents are needed for approval.
2. For discharge code 12, schools must submit a signed form 407 that is generated in ATS, the signed Checklist for Address Unknown (Code 12) Discharges Form, and any other supporting documentation the school has in relation to the investigation of a student's whereabouts. Schools should complete the items in the Checklist for Address Unknown (Code 12) Discharges Form that are applicable to the school's investigation. The Form 407 and the Checklist for Address Unknown (Code 12) Discharges Form must be signed by the school administrator.
3. For discharge code 39, schools must submit the Planning Interview Cover Sheet to the Charter Schools Office and supporting documentation for the discharge to be granted. Schools should develop their own planning interview process for students with discharges that fall under code 39. Schools want to make sure that the students and their parents/guardians are aware of their educational rights.
4. Schools should submit their discharge requests to their school's Charter Schools Office cohort operations liaison.

They are:

Cohort I = Keisha Womack Kwomack3@schools.nyc.gov

~~Cohort II = Scott Torres~~ Storres21@schools.nyc.gov

Cohort III = Laurie Price Lprice5@schools.nyc.gov

To find which cohort your school belongs, see pages 4-7 of this pdf:

<http://schools.nyc.gov/NR/rdonlyres/75F1D3F7-ED64-400E-876C-C433EF50A17D/109627/NewCSOStructure.pdf> .

Thank you,

Charter Schools Office

CHECKLIST FOR ADDRESS UNKNOWN (CODE 12) DISCHARGES

School Name: _____

DBN: _____

Student's Name: _____

OSIS # _____

Prior to authorizing an Address Unknown (Code 12) discharge, the school must conduct an investigation and attach this form to the Form 407. Please complete the items that are applicable to the school's investigation.

1. Check ATS for new information on the student (e.g., PARD, SPGN). Date completed: _____

Outcome: _____

2. Check the Emergency Contact Card for additional contact information. Date completed: _____

Outcome: _____

3. Review the Cumulative Record and the Guidance Counselor's records for additional information.

Date completed: _____ Outcome: _____

4. Interview the other children in the school. Date completed: _____

Outcome: _____

5. Locate siblings who may attend a NYC DOE school. Date completed: _____

Outcome: _____

6. Conduct a home visit to the last known address. Date completed: _____

Outcome: _____

7. Interview neighbors. Date completed: _____

Outcome: _____

8. Contact the building superintendent, landlord, and/or Management Office. Date completed: _____

Outcome: _____

9. Check any available social service information (example lunch form). Date completed: _____

Outcome: _____

Case Number: _____ Case Worker's Name _____

Agency: _____ Telephone: _____

10. NYPD Missing Persons Squad (212-694-7781).

Officer: _____ Outcome: _____

11. Mail a Post Office Tracer Letter.

Date mailed: _____ Date returned: _____

Additional Information: _____

Enter discharge in ATS (_____ *initial*).

Principal's Name _____

Principal's Signature: _____

Date: _____

Charter Schools Office Approval: _____

Date: _____

PLANNING INTERVIEW COVER SHEET

School Name: _____
Student's Name: _____

DBN: _____
OSIS # _____

A. Required Actions When Student and/or Parent/Guardian Appear for the Planning Interview:

- 1. The student and parent/guardian informed orally of student's right to continue or re-enroll in the same school or another DOE school or program until the age of 21. _____ (Initial)
- 2. The student and parent/guardian receive Planning Interview Information Packet. _____ (Initial)
- 3. Copy of student's transcript provided to parent/student. _____ (Initial)
- 4. **Complete, legible Planned Interview Form is signed by the parent/student.** _____ (Initial)

OR -- OR -- OR -- OR -- OR

Required Actions When Student and Parent/Guardian Do Not Appear for Planning Interview:

- 1. Form 407, indicating 20 consecutive days absence and completed investigation is attached to completed Planning Interview. _____ (Initial)
- 2. Copy of letter requesting planning interview, with attachment of notice of student's rights, is mailed to the parent/guardian and attached to the Planning Interview. _____ (Date mailed)

B. Required Attachments:

- 1. RISA printout from ATS _____
- 2. Annotated 407 (if relevant). _____
- 3. **Summary of Interventions (page 2 of PIF, ILOG printout, counseling notes).** _____
- 4. Letter of Confirmation (on letterhead) from school, program, for discharge codes 39 with reason code L, M, or N (please see the 2011-2012 Transfer, Discharge, and Graduation Code Guidelines for further explanation of reason codes). _____

C. Student Profile:

- 1. Student's age on Planned Interview Form date _____
- 2. Did the student turn 17 before the start of the current school year yes no
- 3. Has all credits (only requires regents exam(s) to graduate) yes no
- 4. Has 40 or more credits yes no
- 5. Has 17 or more credits (YABC eligible) yes no

D. Discharge entered on ATS yes no Entered by _____ Date entered: _____

E. Planning Interview reviewed and approved by school principal.

Principal's Signature

Date