

### Getting Started –School Year 2012-2013

In preparation for September and SY12-13, the Charter Schools Accountability & Support, in conjunction with the Division of Students with Disabilities and English Language Learners, recommends the following action steps for all Charter Schools as you prepare for the school year:

- Review all current and projected students for data entry into ATS. Review all special education students for correct entry in CAP system. Contact the CSE point person for assistance with any data that is incorrect.
- Contact the sending schools of new registrants to request current Special Education file, including IEP. With the use of SESIS, some students may only have an electronic file in SESIS.
- Review all school based special education files; submit the names and OSIS numbers of students without files to the Chairperson in your CSE for either file duplication or retrieval from other CSE's.
- Review IEP's and any other available information to determine which students require Related Services and their current prescription. Decide whether your school will provide these services directly or notify the CSE chairperson in writing that you are unable to provide these services and are requesting that the Department of Education make suitable provision. This should be done by providing the names, OSIS numbers, and services requested to the CSE Chair Person. If you are able to submit this by **August 6**, it is possible that service providers will be in place by the beginning of September.
- To accommodate the early start date of many Charter Schools, the DOE has changed the initial date for contracting out related services to agency providers to August 6<sup>th</sup>.
- Keeping in mind that Special Education services should be considered a service as opposed to a place, review IEP's for goodness of fit between your Charter program and the Special education services you offer and what is indicated on the IEP. In some instances, in order to accommodate student/parent's desire to attend a specific Charter School, the IEP may need to be revisited to reflect your school's unique combination of academic and social support and specific special educational services. If an IEP needs to be amended or reconvened, contact your CSE point person or Chairperson.

- Encourage your SESIS point person to provide refresher training for any new staff that will use SESIS. Make sure to add any new Special Education staff to Galaxy and grant each one a SESIS role.
- All students who are properly enrolled in your school in ATS will become visible in SESIS in September. Prior to this, the SPEA screen in ATS gives IEP and program information for individual students and can be used for any student that is list noticed to your school. In addition, report RGFM will give IEP information for all list noticed students. The PLNT report is helpful for students going from district elementary grades to charter schools with middle school grades and also for IS/JH students going to charter High Schools. The PSPE report is helpful for the middle and high school charters that may have large groups of students incoming from a few schools. Please make sure to check out the ATS Wiki (<https://wiki.nycenet.edu>), which is a helpful resource for all ATS matters. Use your DOE credentials to log in.
- Charter School Special Education staff should continue to collaborate with CSE point people to ensure that that all students have current IEPs and begin to schedule all new reviews (Annual/ Triennial/ Reevaluation) for SY 2012-2013. As you review IEP compliance due dates, please ensure that where appropriate, the different types of conferences are collapsed into a single meaningful meeting (for example, if a student is scheduled for a triennial conference then scheduling this along with the Annual Review together).

See attachment for list of Chair people with contact telephone numbers and email addresses.