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Discharge Policy [Update]

This is a reminder that the Charter Schools Office has developed a discharge policy to deal with discharges that require approval beyond the school level. 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 refer to the attachments with explanations on how regional discharges will be handled by the Charter Schools Office.

Please note: The 2011-12 transfer, discharge, and graduation guidelines have been revised. The focus of the revisions is the post discharge updates section (please see the attached pdf document - pages 13 and 14) which describes how to correct an error in an original discharge, update a discharge based on new information, or enter a new discharge for high school students based on passing Regents Exam or other previously unmet graduation requirements.

If you have any questions, please contact your CSO Director of Operations.

Action: Spend Down NYSTL Dollars by April 5, 4 PM [Update]

The official and final deadline to place any orders through the FAMIS system for items using your NYSTL dollars has been announced as April 5, 4 PM. If you have not already spent these dollars, please start the process as soon as possible. The system is known to have delays in late March/ early April caused by the increase in users trying to do last minute shopping.

SEGIS Training [Update]

Thank you to those who filled out the survey to identify the SEGIS lead at your school. Some schools selected more than one person; we will reach out to you individually to select the one person who will serve as SEGIS lead and be trained to support others in the school. Each lead will receive a separate email next week asking them to select a training to attend. Please reach out to Keisha/Laurie/Scott if you have any questions.

Mid-Winter Recess Reminder

If your school will be open, at any time, during DOE mid-winter recess (Feb 20 to 24) please ensure that you have informed all applicable parties. For example, DOE Office of Pupil Transportation (OPT) calendars are updated, School Food is informed, extended use permits are approved, etc.

For questions, contact Keisha/Laurie/Scott.