



CHARTER SCHOOLS WEEKLY COMMUNICATION – 8/6/12

Operations – ALL NYC Charter Schools

[\[Reminder\] Request for New ATS User Accounts](#)

[\[Reference\] Office of Pupil Transportation ATS Guidebook](#)

[\[Reminder\] Extended Use Procedures](#)

Oversight- DOE Authorized Charter Schools

[Reminder] Request for New ATS User Accounts

All Schools

To request ATS accounts for new staff members, please complete this [form](#) and email to your CSO operations contact. Our office will forward to the ATS team, who will process your request. Please remember that an application is required for each new staff member.

[Reference] Office of Pupil Transportation ATS Guidebook

All Schools

Please review the attached OPT- ATS guidebook. It is a great source for OPT-ATS issues. You can also use the ATS Wiki (<https://wiki.nycenet.edu>) for additional ATS guidance. To access ATS Wiki, please use your DOE credentials (same as what you use for WebConnect) to log in. If you do not yet have DOE credentials, please ask your school leadership to add you to Galaxy.

[Reminder] Extended Use Procedures

As a reminder, please see attached extended use procedures which includes Extended Use Borough Office contacts. This document is intended to help clarify questions regarding extended use permit procedure for charter schools.