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Register for ATS Training by October 13

An ATS Pupil Accounting training is being offered on October 14, 2011. Two sessions are being held. **You only need to attend one of the two sessions.*

Space is extremely limited and registration will be granted on a first come first served basis.

Click [HERE](#) to register. The deadline to register is October 13th.

Target Audience

This training is for office managers and other school staff new to ATS.

Location: [1 Fordham Plaza Bronx, NY 10458](#) Room 820

Date: [Friday, October 14th, 2011](#)

Time: 8:30AM to 11:30AM – Sessions 1*

12:30PM to 3:30PM – Session 2*

**You only need to attend one of the two sessions*

Click [HERE](#) for directions.

Street parking is limited. [Public transportation](#) is recommended.

Using GPS? Enter the address [450 E Fordham Road Bronx, NY 10458](#)

Agenda Items:

- Web Connect
- Logging and Navigating ATS
- The Status screen
- Reading the ATS News
- Setting/Changing your User Profile – ULOC
- ATS Reports
- Admitting first time students or transfer students
- ATS Official Classes
- Discharging students
- Biographical Updates

- Working with Official Classes

Please make sure you have the following prior to training:

- ATS Account – If you do not have an ATS account, please complete an [application](#) and send to Tiffany Liu at TLiu2@schools.nyc.gov or 718-935-5192.
- DOE Email Address – You will need a DOE email address to connect to Web Connect. At this time, the DOE is not creating additional DOE email accounts. Please use the DOE email and password of a staff member who already has a DOE email account.

If you have trouble registering or have questions, please contact your cohort operations liaison directly. 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](#).

Discharge Policy

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.

Students in Temporary Housing/ McKinney-Vento

McKinney-Vento is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002. All schools, including charter schools, important obligations to students experiencing homelessness (also referred to as students in temporary housing) under the McKinney-Vento Homeless Assistance Act. The attached document provides information on what charter schools need to know when serving this student population.

Give the CSO feedback on the new Online Invoice Portal!

We would love to get feedback on the new Online Invoice Portal and your experience with Payment 3. This form will take 3 minutes or less to fill out:

<https://docs.google.com/spreadsheet/viewform?formkey=dG5ZaXZZZ3MtanRVVVpHbmtYOUtXMmc6MQ>

Clarification on Speech Licensing Requirements

Please note the licensing requirements for the provision of speech therapy to NYC students:

I. Two (2) licenses are required:

- i. A New York State Education Department license and current registration as a Speech/Language Pathologist and
- ii. New York State Education Department certificate as a Teacher of the Speech and Hearing Handicapped (TSHH) or Teacher of Students with Speech and Language Disabilities (TSLD)

II. NY SED On-line verification regarding applicant's TSHH or TSSLD certification status is acceptable

III. Clinical Fellowship (CFY) candidates must be directly supervised by their CF NYSED licensed SLP holding the previously mentioned credentials. In addition, CF candidates must also hold the initial Teacher of Students with Speech Language Disabilities certification and have an approved application on file with New York State Education Department for their CF experience

Updated CSE Contact List

Please see the attached updated CSE Contact List.