



## CHARTER SCHOOLS WEEKLY COMMUNICATION - 7/24/12

### **Operations – ALL NYC Charter Schools**

[\[Updated Reminder\] Reconciliation for Fiscal Year 2012](#)

[\[Action Required\] Special Education Preparation](#)

[\[Information\] Student Performance Data](#)

[\[Reminder\] Charter Schools and English Language Learners](#)

[\[Reminder\] Vision Screening Training - Tuesday August 21, 2012](#)

[\[Reminder\] New Required ATS Registration Fields for Kindergarten](#)

[\[Reminder\] IDEA Funding for 2012-2013](#)

[\[Reminder\] Give Feedback on Operations Resources](#)

[3-8 ELA/Math Summer Exam Administration: Printing and Scanning of Answer Documents](#)

### **Oversight- DOE Authorized Charter Schools**

[\[Reference\] Accountability Handbook](#)

### **[Updated Reminder] Reconciliation for Fiscal Year 2012**

***All schools / Deadline: July 31***

There are 5 more business days to complete the Reconciliation Invoice for this Fiscal Year. This last invoice of the fiscal year will encompass the entire school year and must be checked carefully to correct for any errors during the 6 previous invoices. **Please make sure that ALL of the verification steps listed in the [user guide](#) are performed to ensure accuracy of this data.** Payment or recoupment will take place in Payment 3 of the Fiscal Year 2013 (October/ November).

### **[Action Required] Special Education Preparation**

***All Schools/ Recommended deadline: August 6***

Please see attached Getting Started Memo and contact list to help prepare for serving your students with special needs.

### **[Information] Student Performance Data**

All Schools

Student performance data was released last week. Information is available in ATS, L2RPT and NySTART (on a limited basis).

### **[Reminder] Charter Schools and English Language Learners**

*All Schools*

In an effort to ensure that charter school operators are provided with the most accurate information about services for English Language Learners, our office has reached out to representatives in the Division of Students with Disabilities & English Language Learners at the New York State Education Department. At this time, we are asking charter school operators to send us any questions they may have about services for their English Language Learner populations. Please send questions to [CharterOps@schools.nyc.gov](mailto:CharterOps@schools.nyc.gov).

### **[Reminder] Vision Screening Training - Tuesday August 21, 2012**

*All Schools*

On August 21, there will be two vision screening trainings for charter schools. Session 1 will be held from 10am-12pm and session 2 will be held from 1pm-3pm. **Please only send one staff member to one of the sessions. Space is limited so please register early. Please use the following link to register: [Session 1](#) or [Session 2](#).** A photo ID is required to enter the building.

Facilitator: Julia Sykes

Location:

New York City Charter School Center

111 Broadway, Suite 604

New York, NY, 10006

### **[Reminder] New Required ATS Registration Fields for Kindergarten**

*All Schools*

To register new kindergarteners you must complete two new mandatory fields in ATS indicating what care/educational setting the student participated in during the year prior to kindergarten. The additional fields are on the QPFK screen in ATS. This does not apply to students who are kindergarten transfers (i.e., children enrolled in DOE programs prior to kindergarten such as universal pre-kindergarten (UPK), special education services, etc.) Please see the attached Instructions for Completing New Kindergarten

ATS Field document. The information gathered will be used to inform strategies for providing families with high-quality early childhood education options.

### **[Reminder] IDEA Funding for 2012-2013**

#### ***All Schools***

IDEA funds that will be dispersed in Fiscal Year 2013 (school year 2012-2013) will be allocated on a per pupil basis at a rate of \$1,086.71. This decrease in rate is the same across all NYC schools (charter and district: <http://www.p12.nysed.gov/sedcar/federal/2012-13/perpupil1213.html> ). Please reach out to Laurie/ Keisha/ Rick with any questions.

### **3-8 ELA/Math Summer Exam Administration: Printing and Scanning of Answer Documents**

#### ***Elementary and Middle Schools***

Starting **July 25** schools may print 3-8 ELA and Math Summer exam answer documents for students through ATS. Schools should print answer documents for the majority of students by **August 3**. Please note that no answer documents are included in the summer school exam shipment; all answer documents must be generated from ATS.

Charter Schools can print out Summer answer documents in the **REPS** screen in ATS. Schools should print and scan the trailing test pages before administering answer documents to students.

Scanning of answer documents will begin at 10:00am on the day of exam administration. All answer documents **must be scanned by 8:30pm the day the exam is administered**. For more information on printing and scanning, please refer to the Summer School Scanning Handbook [here](#). Please disregard any information regarding STARS, ATS SUMMER or SSPR. If you do not have access to an ATS connected scanner, please contact Bert Wyman at [BWyman@schools.nyc.gov](mailto:BWyman@schools.nyc.gov)

#### **Schedule**

*August 6:* Summer Math Exam

*August 7:* Summer ELA Exam

*August 8:* Make-Up Exams

### **[Reminder] Give Feedback on Operations Resources**

#### ***All Schools***

We have recently taken on an Education Pioneers Graduate Fellow for the summer, who will be working to assess our operations resources and support services. Our hope is that from this work, we will be able to expand and improve our capabilities to better serve you as you serve your schools. We are very excited about this project, and would greatly appreciate your assistance in gathering feedback. Please

take 5-10 minutes to complete this [survey](#) regarding the effectiveness of our [Wiki page](#). We know what a busy time this is for all of you, so thank you very much for your time and assistance!

### **[Reference] Accountability Handbook**

#### ***DOE Authorized Schools Only***

Attached is the 2012-13 Edition of the CSAS Accountability Handbook for DOE Authorized Charter Schools. It will also be placed on our website for your reference. It includes the NYC DOE's CSAS Accountability Framework, a description of monitoring visits, a calendar of reporting requirements, a discussion of early engagement status and guidelines for charter revisions. If you have questions regarding this document please feel free to reach out to your cohorts Senior Director or Director of Oversight.