



**CHARTER SCHOOLS ACCOUNTABILITY & SUPPORT WEEKLY COMMUNICATION
6/15/12**

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Summer Permits [Update& Action Required]

Schools in DOE Buildings

If you are running a summer program, you should be coordinating with your district co-location partner to submit a permit request through CPS. Permits will be approved when the Extended Use Office receives the go-ahead to approve FY 13 permits (summer permits). Also, if you haven't already done so, please submit your school's end of 2011/12 dates, summer school dates, and start of 2012/13 dates in this [online](#) form

<https://docs.google.com/spreadsheet/viewform?formkey=dENEdzhDcVA1TFIFTU9UTEVuNXFhTVE6MQ>

Confirming this information is hugely helpful for our office to support your schools during the SY 2011/12 to SY 2012/13 transition.

**English Language Learners and State Accountability Information Session for Charter Schools –
Tuesday, June 19, 2012**

All Schools / Deadline: June 17

The NYC Department of Education's Division of Students with Disabilities & English Language Learners will be holding an English Language Learners and State Accountability Information Session for Charter Schools. The workshop will take place on **Tuesday, June 19, 2012 from 10-1pm** at the New York City

Charter Center. Richard Bellis and Nick Pandey will present information on English Language Learners and NYS law, LEP/ELL student identification as well as other topics. Please choose one representative from your school to attend the session. The session will be assigned on a first come first serve basis. We have room for a maximum of 75 attendees. We request that you please register by **Sunday, June 17th**.

Please use the following link to register for the workshop:
<https://docs.google.com/spreadsheet/viewform?formkey=dFVlbEtHQnpsNVZJRDdvd251UEdtQWc6MQ#gid=0>

Facilitators: Richard Bellis and Nick Pandey

Agenda

1. Who are our ELLs?
2. ELL demographics
3. Laws that govern ELL education
4. How are students identified as ELLs?
5. Three ELL program models in NYC
6. Using NYSESLAT data to make informed decisions for ELLs

Location:

New York City Charter School Center
111 Broadway, Suite 604
New York, NY, 10006

A **photo ID** is required to enter the building.

Action Required: Add Staff to Galaxy by June 22; All OLD DOE Accounts will be Deactivated on June 29
All schools / Deadline: June 22

All Principals have received Galaxy user names and passwords, along with user guides (under the heading Galaxy on the CSO [Ops Wiki](#)) with step by step instructions for how to give staff a DOE account, which gives access to DOE email, intranet, WebConnect and SESIS (if a role is assigned). **All DOE email accounts that were given to schools prior to March of 2012 will be permanently deactivated on June 29!** Please make sure that you have added all staff who need access to DOE email, intranet, WebConnect or SESIS to Galaxy by June 22 to avoid an interruption of access to any system.

Also please note that these old DOE accounts (pre March 2012) do not and will not give staff SESIS access. A new account must be created by adding the staff to galaxy. Please remember to use the charter specific SESIS training materials (under the heading Special Education on the CSO [Ops Wiki](#)) as well as the wealth of general SESIS resources on the [SEGIS portal](#) (you will be asked for user name and pass as this site is on the DOE Intranet).

Payment 1 for Fiscal Year 2013 [Reminder]
All schools

Due to city's fiscal year starting on July 1, July payments will not be made to schools by the first of the month. This year, we anticipate that payment will be made by July 9 at the latest. Please remember to update all contact information on the "Account Administration" link from the VPortal landing page as well as the "Contact Management" module.

Reconciliation for Fiscal Year 2012 [Reminder]

All schools / Deadline: July 31

Reconciliation for FY 2012 will be done through the Online Invoice Application. The Online Invoice Application will be open for Reconciliation from **July 17 to July 31**. 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. Payment or recoupment will take place in Payment 3 of the Fiscal Year 2013 (October/ November). The data pull for Reconciliation will take place on July 2; please make sure ATS is updated prior to this date.

Order Pick-up of Used and Unused 2012 Test Materials for Secure Destruction

All schools / Deadline: June 22

Schools should complete this [order form](#) by **June 22** to order the pick-up of used and unused test materials for secure destruction; the materials specified on the form will be picked up from September 10 – October 1. A list of materials targeted for pick-up is on the order form. For questions, email Stan Winograd at Swinogr@schools.nyc.gov.

Final Pick-up for LAB-R and Spanish LAB, Order for September

All schools / Deadline: June 22

Please hand-deliver LAB-R and Spanish LAB answer documents to your [borough assessment office](#) for final pick-up by noon on **June 22**. Title III funding is based on the results of these assessments, which are administered only once to a student, within the first ten days of his/her initial enrollment in the New York State public school system.

Schools should hand-score the tests at your school and use the results to help parents determine their child's placement in bilingual or ESL classes if necessary. Please note that there were new LAB-R and Spanish LAB documents for the 2011-12 school year. Make sure you use the updated answer documents. Before administering the test, please review [assessment memo #2](#).

To supplement your existing LAB-R or Spanish LAB materials for the next school year, submit this [order form](#) by **June 22**. For questions, email Jose Garcia at Jgarcia17@schools.nyc.gov.

Summer School Programs: ELA/Math Test Order

All schools / Deadline: June 22

Sites hosting summer school must complete a [New York City Summer ELA and math test order form](#) by **June 22** to request the appropriate number of tests. For questions, contact Stan Winograd at swinogr@schools.nyc.gov.

SLP and LOTE Exam Administration

Middle and high schools / Event: June 18

Second Language Proficiency (SLP) exams will be administered on **June 18** at 9:15 a.m.

Languages Other Than English (LOTE) exams will be administered on **June 18** at 1:15 p.m. For questions, email Jose Garcia at jgarcia17@schools.nyc.gov.