

#2 Procedures for Related Services/Support Services/SETSS & ESL Staff Members

(IVR)

The Special Education Component (SEC) of the integrated Student Information System (SIS) is now available via the Department of Education's Intranet. Authorized users can view important information regarding a student's Special Education Services (e.g. the recommended related services, primary program recommendation, etc). Log into SIS by entering <https://ats.nycboe.net/> from your internet browser. Enter your Outlook User ID and password when prompted and select the Student Information link on the page. Search for the student you are interested in and then access the Special Education Services by clicking on the link shown at the bottom of the left side navigation.

If you receive a message indicating that you do not have access to view this information, please contact Maria Leo by email at mleo2@schools.nyc.gov

This school year Related Service Providers must use the Interactive Voice Response (IVR) for reporting first day of service (see attachments).

A revised Attendance Booklet for Special Education Related & Support Services, SETSS & ESL (for ESL students in self-contained and collaborative team teaching classes only) is being implemented. New white covered booklets will arrive in schools on or about August 28th. Please discard any old yellow covered attendance booklets leftover from last year. The significant changes for the new school year include:

- The start date page has been eliminated.
- Three pink quarterly progress report forms (December, March and June due dates) for related services have been added to the booklet.
- A flap has been added to the front cover to maintain cumulative quarterly progress report information.

You will receive a package of all the necessary tools to get started with the revised Attendance Booklet. The package contains:

- Attendance booklets (quantity varies per school)
- A "Read First!" document with basic information
- A Frequently Asked Questions packet with an addendum concerning corrections
- Prepaid FedEx packages for submitting forms

The revised Attendance Booklet must be used to track attendance for all related services, support services (IEP mandated paraprofessionals), SETSS and ESL services provided to students in self-contained and collaborative team teaching classes. Each provider in your school will need one booklet per student, per service, per group size. To clarify, if a provider serves the same student for both individual speech and group speech, two booklets are needed.

The following link to Frequently Asked Questions (FAQs) regarding Special Education Attendance Documents is available through the DOE Intranet and Internet:

<http://schools.nyc.gov/Administration/Offices/FinanceandAdministration/ChiefFinancialOfficer/DRO/Referenceltem/default.htm>

At the end of each month, the attendance forms should be consolidated at your school and submitted. Contract agency and independent providers of related services are required to secure the Principal's signature on their attendance forms for students served at DOE sites. Attendance forms for contract agency providers will be submitted by the contract agency and should not be included in the school's submission. Attendance forms for independent providers should be included in the school's submission. Please establish a drop-off location for the forms and a person in your school to be responsible for verifying that all forms are submitted and sent in for processing. Progress reports should be submitted for the quarters ending in December, March and June. Once all forms are received from the providers, use the prepaid FedEx packages included in your Startup Package to submit the month's attendance forms for your school. Forms must be submitted by the 7th of the following month. You can either drop the FedEx package in the nearest FedEx drop box or call FedEx for pickup.

It is important that every effort be made to ensure the timely and accurate completion of monthly attendance forms. In the event that any questions arise or you need additional booklets or submission envelopes, a Helpdesk representative will be available from 8:30am - 5:00pm Monday-Friday. The Helpdesk can be reached at (800) 750-4838 or DOEHELP@SRCP.COM. You may also contact the Regional Administrator of Special Education assigned to your school, or, if an Empowerment School, your Network Liaison. District 75 schools should contact Maria Leo at MLeo2@schools.nyc.gov.

Attendance Procedures:

- The most current IEP and CAP must be cross referenced to ensure that mandates are accurately captured and that attendance cards reflect the accurate mandated services.
- Attendance is to be taken at the time a student is picked up for service to avoid inaccuracies from being recorded such as:
 - **SATURDAY/SUNDAY/HOLIDAY**
 - **Being marked as served on a day the student is absent from school**

Electronic Turnaround:

- The data office will send one "Electronic Turnaround of Students" for 2006-2007 school year which will list the IEP mandates for each student assigned to your school organization and should be used as a "master list" for students at your sites. Your related service coordinator should give the list to each related service provider to begin scheduling students. This information is as of 09/06. Most current IEPs must be checked against this "master list" to ensure that mandates are accurately reflected.

E1s: See Attachment

*E1 should include partial service (underserved) students as well as students receiving service via an ISP.

For future E1s submit new E1 form for additional students only. Do not send on-going list of names from prior E1s.