



JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO. 39, FY09

DATE: September 10, 2008

TO: **COMMUNITY SUPERINTENDENTS, INTEGRATED SERVICE CENTERS AND SCHOOL PRINCIPALS**

FROM: Susan Olds, Executive Budget Director

SUBJECT: **TRANSCRIPT MAINTENANCE ALLOCATION (formerly Campus Schools)**

The purpose of this memo is to apprise you of your Transcript Maintenance Allocation funding for 2008-2009. This funding used to be a part of FY08 SAM 10: Campus Allocations. Attached is a table that shows allocated amounts per school.

FUNDING STATUS:

All schools have a legal responsibility to provide transcripts to their past and present students. In the case of closed schools, a school on the closed school's campus is designated and assumes that responsibility. Schools are funded on a formula that considers demand for transcripts based on past enrollment and years since final graduating class.

Schools are categorized into three levels and receive the funding detailed below.

Transcript Requests	Allocation
High Volume	\$15,000
Medium Volume	\$10,000
Low Volume	\$5,000

The funds should be scheduled in [TL HOST SCHOOL HS](#) or [TL Host School MS](#). If you have questions, email Peter Dillon, Executive Director of Policy, Portfolio, pdillon@schools.nyc.gov.

Thank you for implementing strategies which ensure timely and accurate transcript retrieval.

Attachment: Allocation Table

SO:ddz

cc: Marcia Lyles
Lisa Dare
Garth Harries

FY 2009 TRANSCRIPT MAINTENANCE ALLOCATION

District	Location	School	Allocation Amount	Locations to Maintain Transcripts for
02	02M288	Food and Finance High School	10,000	Park West HS
02	02M420	Health Professions	10,000	Mabel D. Bacon
02	02M545	HIGH SCHOOL FOR DUAL LANGUAGE	10,000	Seward Park HS
02	02M565	Urban Academy Laboratory High School	10,000	Julia Richman
03	03M494	High School of Arts and Technology	10,000	MLK HS
06	06M468	High School for Health Careers and Sciences	10,000	George Washington HS
07	07X548	Urban Assembly School for Careers in Sports	10,000	South Bronx HS
10	10X342	International School of Liberal Arts	15,000	Walton HS
10	10X414	J Levin High School for Media and Communications	10,000	Taft HS
10	10X437	Fordham High School for the Arts	10,000	Roosevelt HS
11	11X544	High School for Contemporary Art	15,000	Evander Childs HS
12	12X403	Bronx International High School	10,000	Morris HS
12	12X690	MONROE ACADEMY FOR BUSINESS/LAW	10,000	Monroe HS
14	14K478	High School for Enterprise, Business, and Technology	5,000	Grand Street- Old E.D. HS
14	14K558	Williamsburg High School for Architecture and Design	15,000	Harry Van Arsdale HS
15	15K463	Secondary School for Journalism	10,000	John Jay HS
17	17K537	High School for Youth and Community Development	10,000	Erasmus HS
17	17K539	High School for Service and Learning	10,000	Erasmus- School of the Humanities
17	17K546	High School for Public Service	10,000	George Wingate HS
17	17K547	Brooklyn Academy of Science and the Environment	10,000	Prospect Heights HS
22	18K515	South Shore	5,000	Brooklyn Comprehensive
19	19K504	High School for Civil Rights	10,000	Thomas Jefferson HS
29	29Q283	Preparatory Academy for Writers	10,000	Springfield Gardens HS
29	29Q492	Mathematics, Science, Research and Technology Magnet	5,000	Campus Magnet- Andrew Jackson HS
32	32K549	Bushwick School for Social Justice	10,000	Bushwick HS
Total			250,000	