

## SCHOOL ALLOCATION MEMORANDUM NO. 65, FY 13

**DATE:** September 24, 2012

**TO:** Community Superintendents  
High School Superintendents  
Children First Networks  
School Principals

**FROM:** Michael Tragale, Chief Financial Officer

**SUBJECT:** Transcript Maintenance Allocation

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The purpose of this memo is to apprise you of your Transcript Maintenance Allocation funding for 2012--2013. 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 campus is designated as the Transcript Maintenance School (TMS) and assumes this responsibility. Transcript maintenance schools are responsible for providing transcripts and student records to former students of the closed school upon request. Transcript Maintenance Schools should establish procedures by which former students of closed schools may request and obtain transcripts in a timely manner throughout the school year and summer.<sup>1</sup> Note that to make a request, students must complete [this form](#) and provide it, along with a valid photo ID, to the school. Schools are encouraged to cover the cost of providing transcripts using this allocation and, in accordance with Chancellor's Regulation A-820, may charge a fee of no more than 25 cents per page for copies of student records unless doing so effectively prevents a student from obtaining copies of his or her records,

In addition, Transcript Maintenance Schools are responsible for maintaining transcripts and other records of former students of closed schools who have transferred to non-diploma granting programs, including Young Adult Borough Centers (YABCs), District 79 involuntary programs, or District 75 programs such as home instruction or hospital instruction. In such cases, the Transcript Maintenance School will receive the final transcript from Central.

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<sup>1</sup> Note: a new federal immigration initiative known as [Deferred Action for Childhood Arrivals](#) allows undocumented young people who were brought to the United States as children and who meet certain criteria to be considered for work authorization and relief from deportation. Candidates must provide documentation that they meet [eligibility criteria](#); school records are a possible form of documentation. Transcript Maintenance Schools are expected to provide transcripts and other records to individuals seeking them to document eligibility for consideration of deferred action.

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.

<b>Transcript Requests</b>	<b>Allocation</b>
<b>High Volume</b>	<b>\$15,000</b>
<b>Medium Volume</b>	<b>\$10,000</b>
<b>Low Volume</b>	<b>\$5,000</b>

The funds should be scheduled in [TL Host School HS](#).

[Click here to download a copy of the School Allocation Memorandum.](#)

Attachment(s):

Table 1 – Allocation Table ([click here for a downloadable Excel file](#))

MT: jb

C: Sandy Brawer

**School Allocation Memorandum No. 65, FY 13**  
**Transcript Maintenance**

**Transcript Maintenance Allocations**

<b>Cluster</b>	<b>Network</b>	<b>Location</b>	<b>Amount</b>	<b>Closed School</b>
94CL01	94N101	02M411	5,000	School for the Physical City
94CL04	94N405	02M288	10,000	Park West HS
94CL01	94N108	02M420	10,000	Mabel D. Bacon
94CL04	94N404	02M437	10,000	Bayard Rustin Educational Complex
94CL02	94N201	02M545	10,000	Seward Park HS
94CL01	94N102	02M565	10,000	Julia Richman
94CL05	94N561	03M417	15,000	Brandeis HS
94CL04	94N405	03M494	10,000	MLK HS
94CL01	94N112	04M409	5,000	Urban Peace Academy
94CL01	94N107	06M468	10,000	George Washington HS
94CL04	94N403	07X473	10,000	South Bronx HS
94CL05	94N536	08X530	5,000	New School For Arts and Sciences
94CL06	94N610	08X295	15,000	Adlai E. Stevenson High School
94CL05	94N521	09X414	10,000	Taft HS
94CL01	94N106	09X403	10,000	Morris HS
94CL05	94N551	10X342	10,000	Walton HS
94CL06	94N603	10X437	10,000	Roosevelt HS
94CL06	94N603	11X275	10,000	Evander Childs HS
94CL06	94N610	12X690	15,000	Monroe HS/Bronx Coalition Community HS
94CL06	94N611	14K478	5,000	Grand Street- Old E.D. HS
94CL04	94N404	14K558	10,000	Harry Van Arsdale HS
94CL01	94N107	15K423	5,000	Pacific HS
94CL01	94N112	15K463	10,000	John Jay HS
94CL05	94N563	17K537	10,000	Erasmus HS
94CL05	94N563	17K539	10,000	Erasmus- School of the Humanities
94CL05	94N563	17K546	10,000	George Wingate HS
94CL05	94N563	17K547	10,000	Prospect Heights HS
94CL04	94N403	18K567	15,000	South Shore/Brooklyn Comprehensive
94CL06	94N605	18K563	15,000	Samuel Tilden High School
94CL04	94N403	18K642	15,000	Canarsie High School
94CL06	94N611	19K504	10,000	Thomas Jefferson HS
94CL04	94N404	19K639	15,000	Franklin K Lane HS
94CL04	94N404	21K559	15,000	Lafayette High School
94CL06	94N603	23K646	5,000	EBC/ENY High School for Public Safety & Law
94CL06	94N611	27Q260	10,000	Far Rockaway High School
94CL04	94N402	29Q283	10,000	Springfield Gardens HS
94CL02	94N201	29Q492	5,000	Campus Magnet- Andrew Jackson HS
94CL04	94N404	32K549	10,000	Bushwick HS
<b>TOTAL</b>			<b>385,000</b>	