

SCHOOL ALLOCATION MEMORANDUM NO. 96, FY 2015

DATE: January 15, 2015

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Transcript Maintenance Allocation

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. 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.

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	\$15,000
Medium	\$10,000
Low	\$5,000

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

Attachment:

Table 1 – School Allocations ([Please click here](#) for a downloadable Excel file)

RJO: df

C: Sandy Brawer

School Allocation Memorandum No. 96, FY 2015
Transcript Maintenance

Table 1: Schools Allocation Summary

Cluster	Network	Location	Amount	Closed School Name
94CL04	94N405	02M288	10,000	Park West HS
94CL01	94N107	02M308	10,000	Lower Manhattan Arts Academy
94CL01	94N113	02M411	5,000	School for the Physical City
94CL01	94N108	02M420	10,000	Mabel D. Bacon
94CL04	94N405	02M427	15,000	Norman Thomas HS
94CL04	94N404	02M437	10,000	Bayard Rustin Educational Complex
94CL01	94N113	02M565	10,000	Julia Richman
94CL05	94N561	03M417	15,000	Brandeis HS
94CL01	94N101	03M494	10,000	MLK HS
94CL05	94N534	04M224	10,000	Academy of Environmental Science
94CL01	94N112	04M409	5,000	Urban Peace Academy
94CL06	94N611	06M468	10,000	George Washington HS
94CL04	94N403	07X473	10,000	South Bronx HS
94CL06	94N603	08X295	15,000	Adlai E. Stevenson High School
94CL06	94N603	08X295	5,000	SCRL
94CL05	94N536	08X530	5,000	New School For Arts and Sciences
94CL05	94N562	08X537	10,000	High School X560 - Bronx Academy Hs
94CL04	94N411	09X329	5,000	Urban Assembly
94CL01	94N106	09X403	10,000	Morris HS
94CL06	94N611	09X414	10,000	Taft HS
94CL05	94N562	10X284	15,000	John F. Kennedy HS
94CL05	94N551	10X342	10,000	Walton HS
94CL06	94N603	10X437	10,000	Roosevelt HS
94CL06	94N603	11X275	10,000	Evander Childs HS
94CL05	94N562	11X288	15,000	Christopher Columbus HS and Global Enterprise HS
94CL05	94N562	12X267	5,000	New Day Academy
94CL04	94N404	12X511	5,000	Performance Conservatory HS
94CL01	94N107	12X521	10,000	Monroe Academy for Business/Law
94CL01	94N112	13K605	5,000	Freedom Academy High School
94CL05	94N551	14K477	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	15K592	5,000	Metropolitan Corporate Academy 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
94CL05	94N563	17K751	10,000	Paul Robeson HS
94CL06	94N605	18K563	15,000	Samuel Tilden High School
94CL04	94N403	18K567	15,000	South Shore/Brooklyn Comprehensive

Table 1: Schools Allocation Summary

Cluster	Network	Location	Amount	Closed School Name
94CL06	94N611	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
94CL06	94N611	27Q262	15,000	Beach Channel HS
94CL01	94N112	28Q350	15,000	Jamaica HS
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
TOTAL			515,000	