

# **Release Notes: Release 2.5.95**

**OSIS Validation for IEP Paraprofessionals**

## What's in Release 2.5.95?

Release 2.5.95 includes the following updates and enhancements for myGalaxy and Galaxy 2000.

### myGalaxy

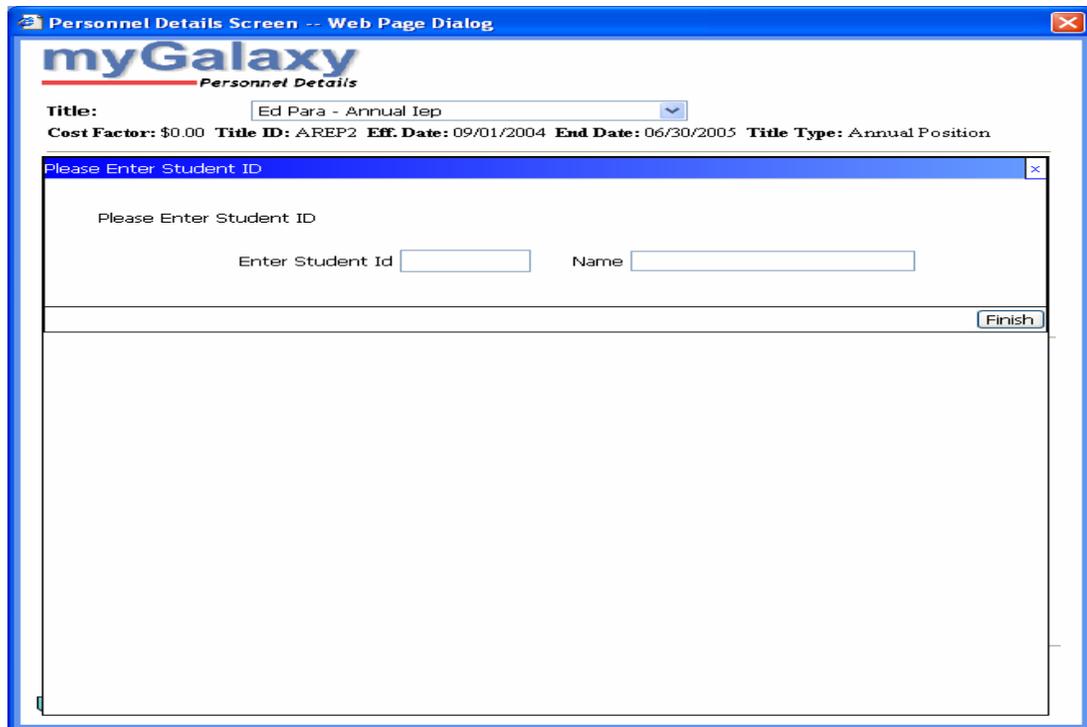
#### Vacancy Window – Student Identification Validation (OSIS)

A new feature has been added to the Vacancy Window. All new vacancies, created with the title “Ed Para – Annual IEP” will now require the Student ID (SSN) of the student the Para will be working with.

Galaxy will perform a validation check of the SSN to see if a student is registered, attached to another Ed Para, or has been withdrawn from the Ed Para program.

Items previously created with the “Ed Para – Annual IEP” that do not have an OSIS number will only require a student id if the item is edited and a change is made in the PSI screen. Changing the attributes or funding for one of these items **will not** require a Student ID.

When the Ed Para – Annual IEP title is selected the following pop up window will appear (see **Fig. 1**).



**Figure 1**

To join the student with the vacancy, enter the student's SSN in the Student ID field. The name field is read-only and will be populated only when the SSN is located. Searches for the student can only be performed using the SSN.

Five scenarios apply to the creation of new Ed Para vacancies with Student ID:

1. **The student record is found.** If the student record is found and available the Student ID window will be populated with the student data, and the following message will appear:



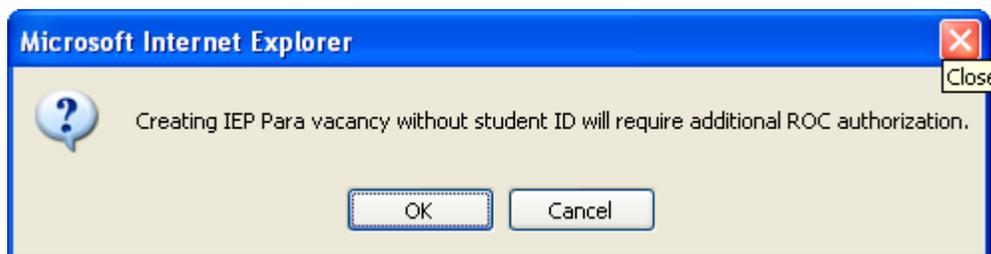
Click "OK" and "Finish" (on the Student ID screen) to return to the PSI screen to finish creating the vacancy.

2. **If the student record is not found** the following message will appear:



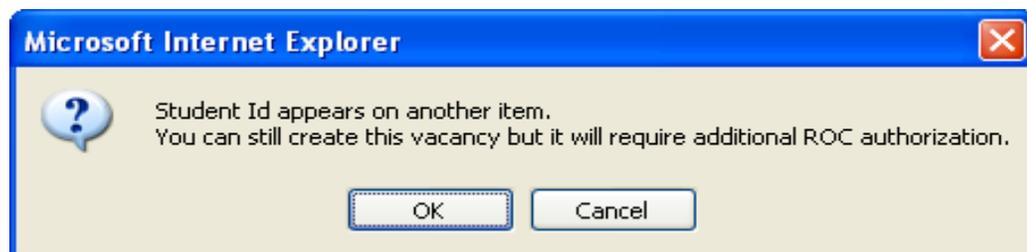
Click “OK” to return to the Student ID window. From there, enter another student ID, or click “Finish” to save the vacancy without an ID.

- 3. Creating the vacancy without the Student ID.** If the student ID is unknown or the student record is not found, the vacancy can still be created. However, creating the vacancy without a student ID will require the ROC to authorize the vacancy before approving it. In this case the following message will appear:



Click “OK” to go to the PSI window to finish creating the vacancy. Click “Cancel” to return to the Student ID window and enter a different SSN.

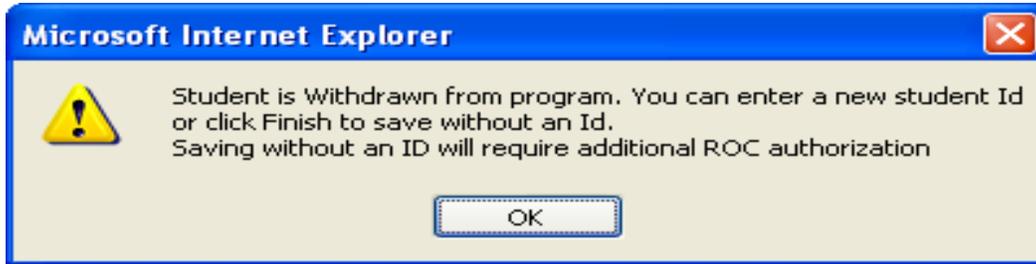
- 4. The student record is attached to another Ed Para.** If the student ID is attached to another Ed Para title the following message will appear:



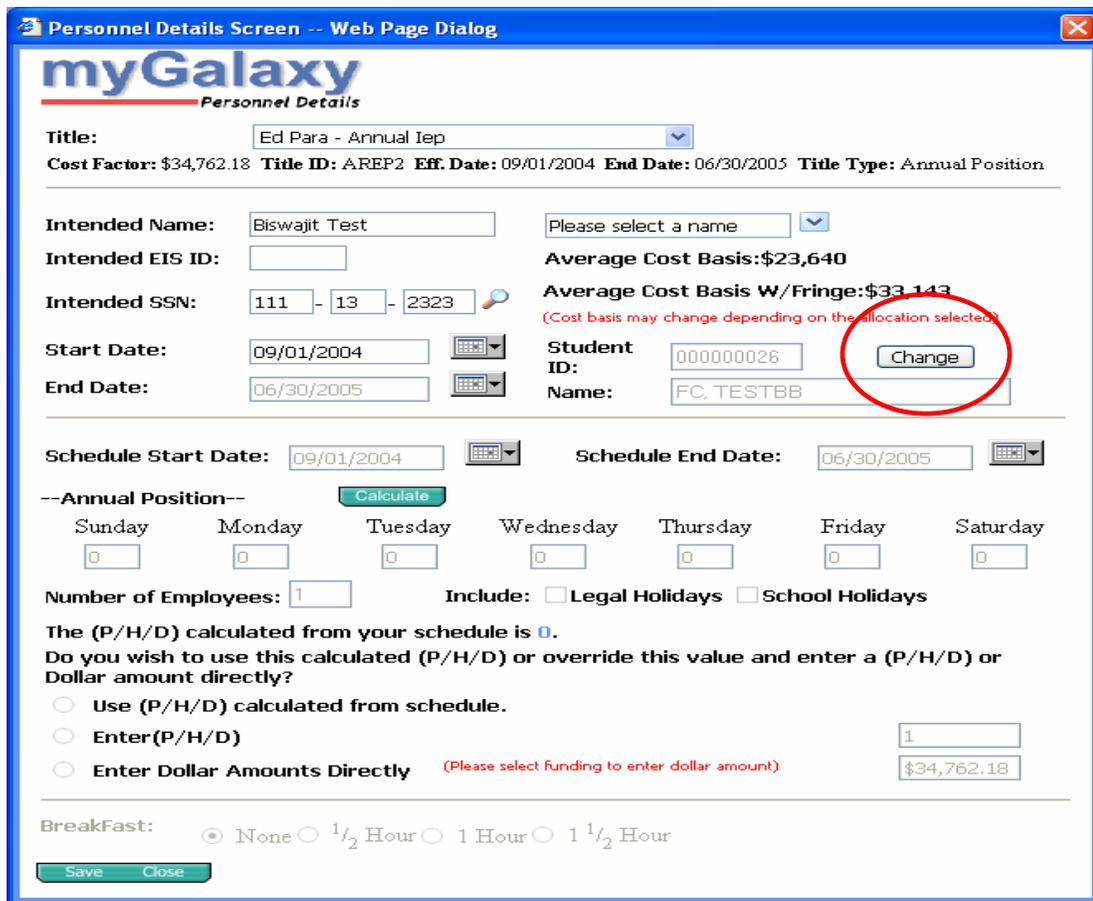
Click “OK” to go to the PSI window to finish creating the vacancy. Or click “Cancel” and return to the Student ID window to enter a different SSN.

**Please Note:** For additional information regarding ROC authorization, please read the DHR Approvals documentation.

- The student has been withdrawn from the program.** If the student has been withdrawn from the program the following message will appear:



The option to change or update the student information after the vacancy has been created will also exist. The “Change” button on the PSI window (see **Fig. 2**) will allow this.



**Figure 2**

## Removal window

An enhancement has been made to the HH removals window. An “Additional Information” field has been added for Transfers. When the removal reason is Intra/Inter District transfer **either** the District and School may be entered **or** the Additional Information field may be utilized if the district and school is unknown. All three fields may be used if desired.

HH Reason selection -- Web Page Dialog

# Galaxy

## Removals

Assignment Effective Date: 9/1/2004      Assignment End Date: 6/30/2005

Please select a reason and the effective date for the removal:

- Deceased
- Excess - Involuntary
- Excess - Voluntary
- Leave With Pay
- Long Term Absence
- Pending Discontinuation
- Pending Emergency Medical Sabbatical
- Pending Inter-District Transfer
- Pending Intra District Transfer
- Pending Leave W/O Pay
- Pending Line-of-Duty Injury
- Pending Non-supervisory Title Change
- Pending Resignation
- Pending Retirement
- Pending Sabbatical
- Pending Terminal Leave/Pay
- Pending Termination
- Pending Supervisory Title chang
- Reassigned Pending Investigatic

Removal Reason: [Pending Inter-district transfer]

Galaxy cannot find a vacancy intended for this employee in another school. Please choose the school below where the employee will be working. If unknown, please complete data in the Additional Information section below.

District:

School:

Additional Information:

http://mygalaxyqa.nycenet.edu/RemovalReason.asp?gs\_assign\_eff\_d= Internet