

Release Notes:

Release 2.6.24

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Release 2.6.24 includes the following updates and enhancements for myGalaxy and Galaxy 2000 for Fiscal Year 2007.

Requesting Central Funding for Excessed Personnel

Schools may request Central funding for Excessed Staff (CFES) if they do not have adequate funding to support these staff. Reasons may include:

- Phasing Out and Reconfigured Schools
- Other extenuating circumstances such as register loss or discontinued funding

Guidelines have been developed to ensure that all ROCs use the same criteria to evaluate these conditions. These guidelines appear in the School Allocation Memorandum to be released shortly.

If ROCs approve such a request, they will allocate funds to the school in the Allocation Category called TL ASA for Centrally Funded Excessed Staff. This Transfer Utility Allocation Category does not allow school staff to schedule items. Only ROC Users can schedule items in this AC, therefore, schools will not be able to schedule funds for other purposes.

School Request

Once a person is approved (Black) in the Excess section, a school can request Central funding using the left menu icon and selecting 'Request Central Funding' (FIG. 1).

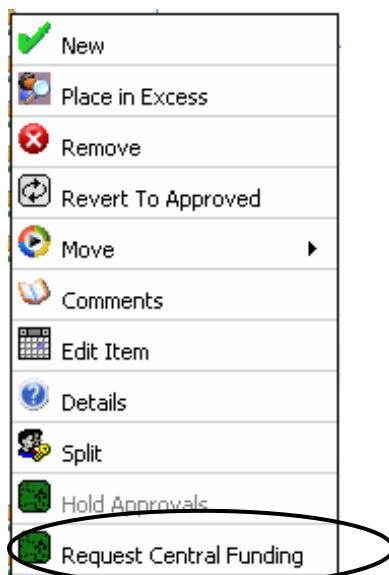


FIG.1

Clicking on the icon will open a new window called '**Create/Edit School Request**' (Fig. 2), where a school will enter a funding request reason and save.



The screenshot shows a web browser window titled "Web Page Dialog" displaying the "myGalaxy" application. The page title is "Create/Edit School Request". The form contains the following information:

- Year:** 2007
- School:** 01M019
- Item:** 526
- PRI:** 0819053
- Name:** LOPEZ, MIGDALIA
- Title:** TEACHER - REGULAR GRADES
- Current Allocations:** TL Special Needs
- Request Type:** Request Central Funding
- Request Reason:** please allow central funding
- Status:** Approved by Edward Hartwell
- Apv/Reject Reason:** request granted

At the bottom of the form, there are four buttons: "Save", "Withdraw Request", "Cancel", and "Close".

FIG.2

After the request is saved, the status will be listed as 'Pending' and the Reason is 'Waiting for Approval.'

Checking the Status of a School Request

School users can check and amend the status of a request in various ways:

1) *Info Tab*

Select 'School Request List' in the Info tab on the T.O. (FIG.3)

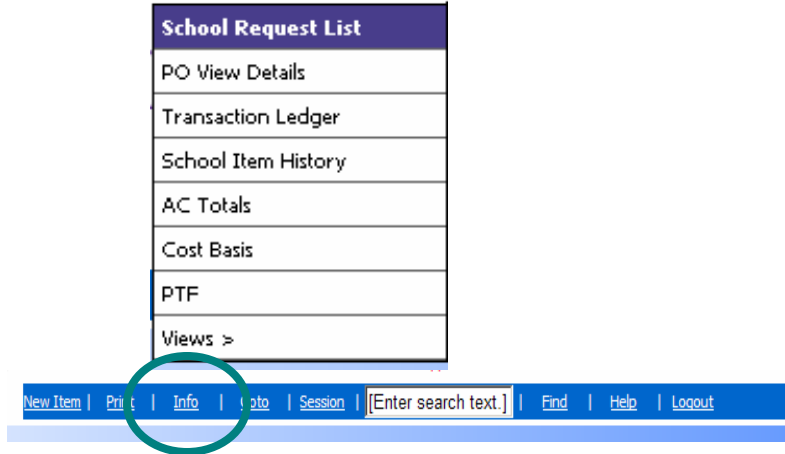


FIG.3

Selecting School Request List will bring up the **School Request Status List** screen (FIG 4).

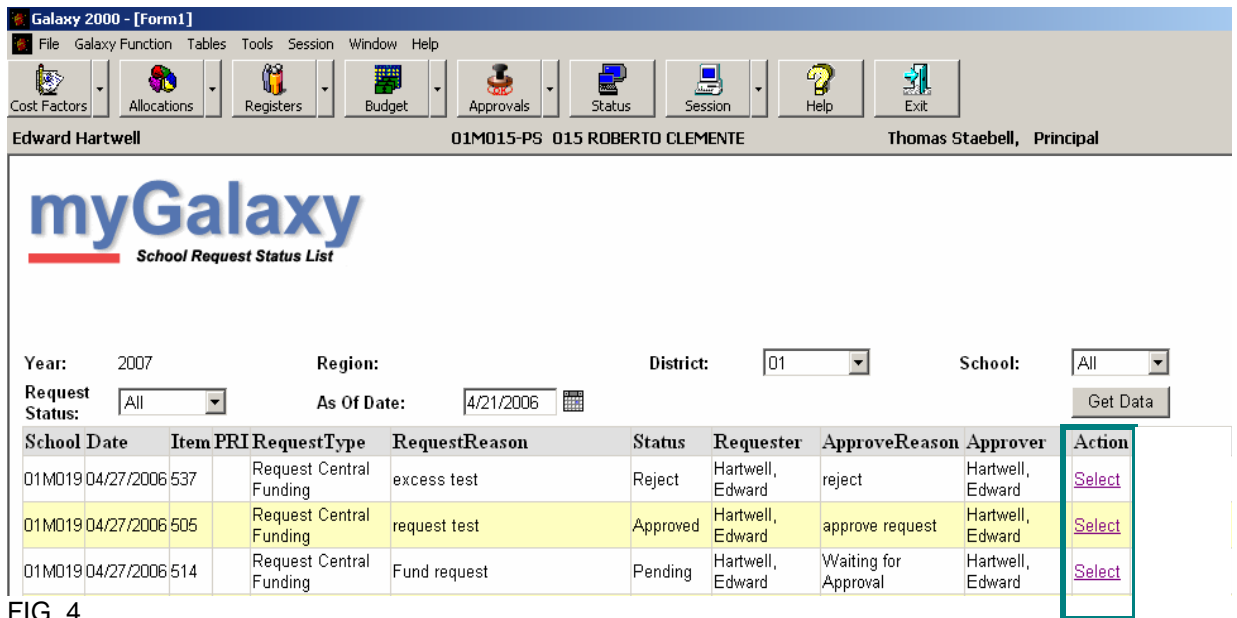


FIG. 4

School users can check if their requests were approved, disapproved, or still pending. Click 'Select' on the School Request Status List and the **Update School Request Screen** (FIG 5) will appear. You will be able to review ROC comments.

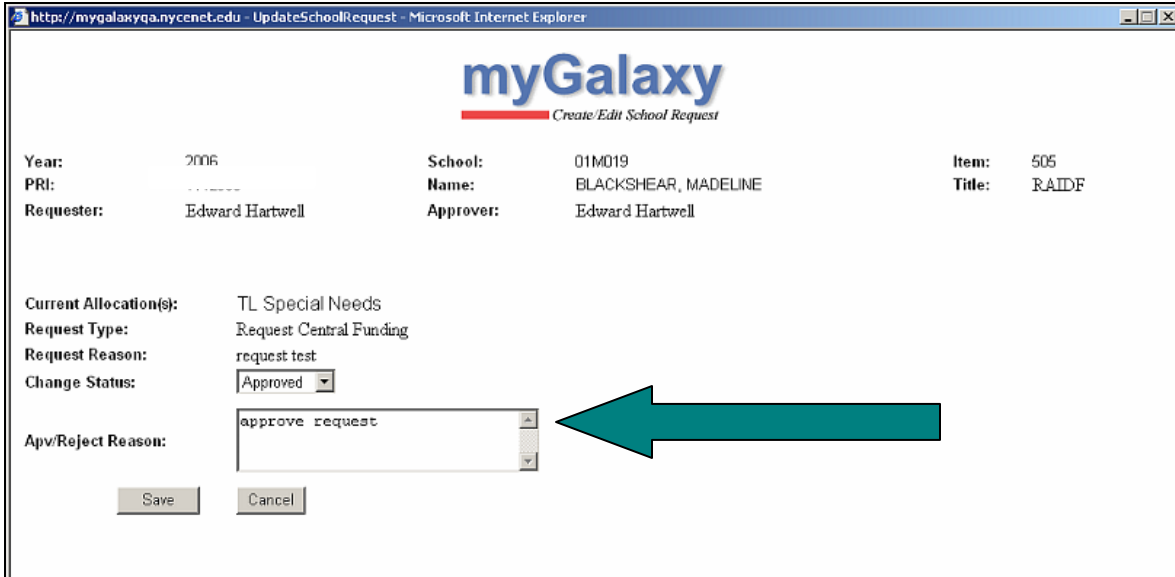


FIG. 5

2) Infolink

To view the list of current requests and their corresponding approval statuses click on 'View School Requests' on the Allocation Changes tab of the Info Link. This will display the total count of funding requests for your school. (FIG.6). To see an expanded view of an individual request, click on the name field and Galaxy will open the Create/Edit School Request screen.

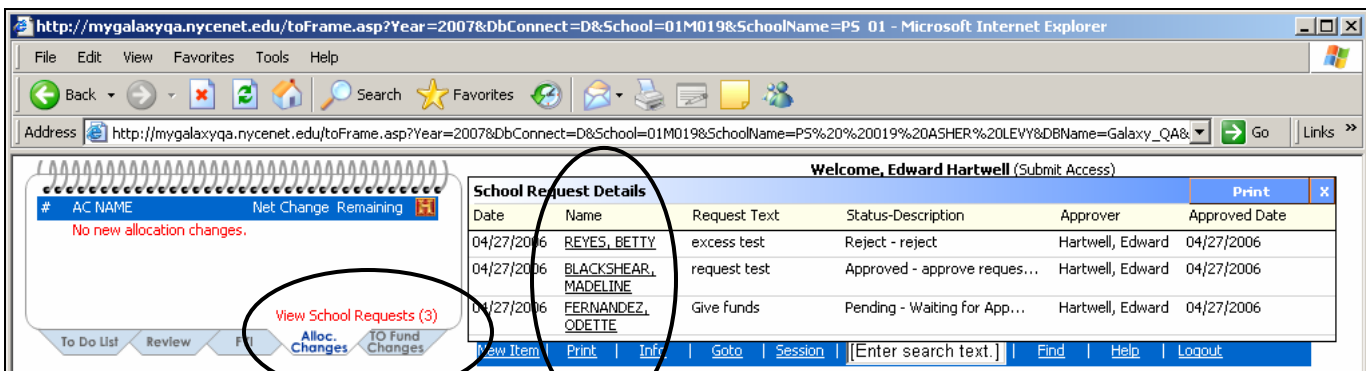


FIG. 6

3) Item Details

The Item Details screen (FIG 7) will now include information pertaining to a request for Central Funding. The screen will display the type, date, details, comments and status (Approve, Reject, Withdrawn, and Pending) associated with the request. The approver and their comments are also displayed.

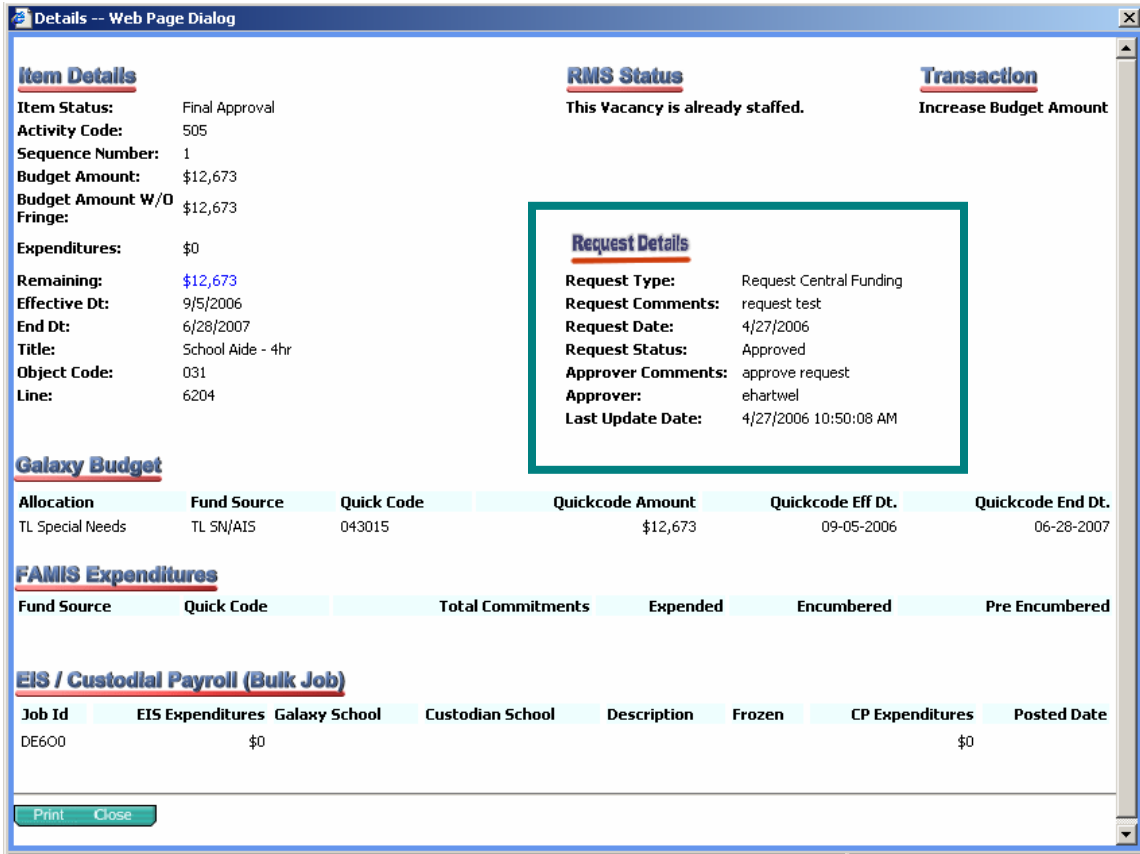


FIG. 7

Withdrawing a Request for Central Funding

There are two ways for a school to withdraw a request for Central funding.

- 1) Click on the Request Central Funding menu icon to navigate to the Create/Edit School Request Screen, and select the Withdraw Request button (FIG 8), or use the Update School Request Screen from the Info menu and select Withdraw (FIG 9). This will remove the request from the School Request Status List.

Withdraw Request From the Request Central Funding menu icon

The screenshot shows a web browser window titled "Web Page Dialog" displaying the "myGalaxy" interface. The page header includes the "myGalaxy" logo and the subtitle "Create/Edit School Request". The form contains the following fields and values:

- Year:** 2007
- School:** 01M019
- Item:** 526
- PRI:** 0819053
- Name:** LOPEZ, MIGDALIA
- Title:** TEACHER - REGULAR GRADES
- Current Allocations:** TL Special Needs
- Request Type:** Request Central Funding
- Request Reason:** please allow central funding
- Status:** Approved by Edward Hartwell
- Apv/Reject Reason:** request granted

At the bottom of the form, there are four buttons: "Save", "Withdraw Request" (circled in green), "Cancel", and "Close".

FIG. 8

Withdraw Request From the Update School Request Screen from Info Menu

myGalaxy
Create/Edit School Request

Year:	2006	School:	01M019	Item:	505
PRI:	1112999	Name:	BLACKSHEAR, MADELINE	Title:	RAIDF
Requester:	Edward Hartwell	Approver:	Edward Hartwell		

Current Allocation(s): TL Special Needs
Request Type: Request Central Funding
Request Reason: request test
Change Status: Approved
Apw/Reject Reason: approve request

Save Cancel

Select Withdraw

FIG. 9

PLEASE NOTE: If someone is placed in Excess with an effective date after 8/31, you cannot request Central funding for the portion that is prior to the Excess effective date.

Galaxy 2000

Managing Requests for Central Funding

ROC users will have access to their list of Central funding requests in Galaxy 2000 by clicking the Budget button and selecting 'School Request List (FIG 10).

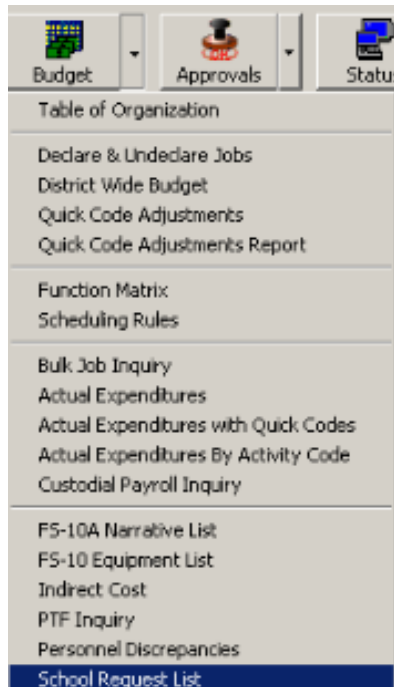


FIG. 10

The **School Request Status List** (FIG. 11) will appear and will display a list of pending items selectable by school and district.

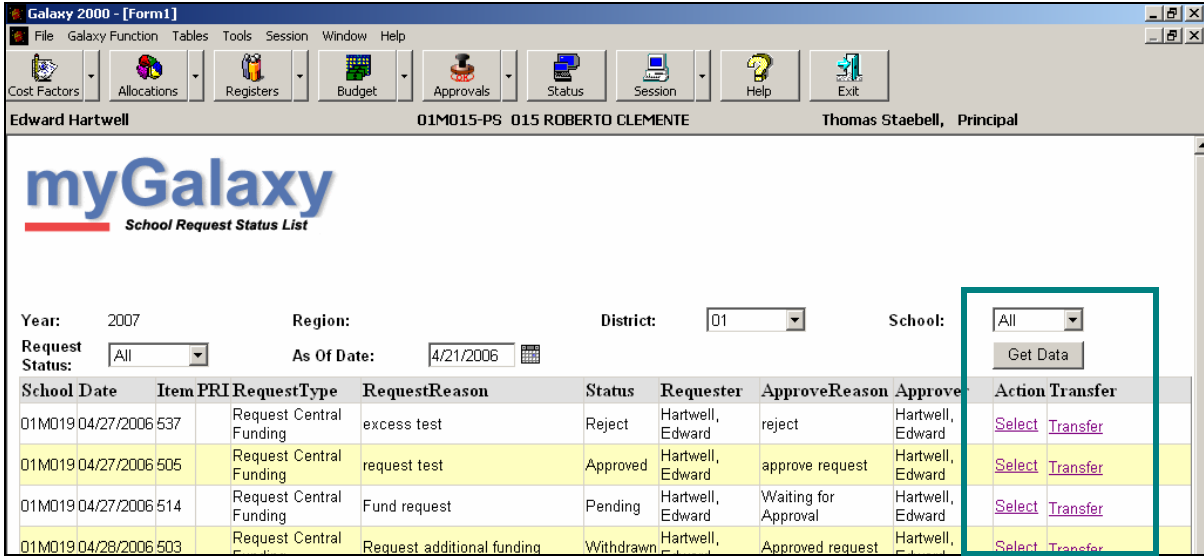


FIG. 11

Clicking 'Select' will display the **Update School Request Screen** (FIG. 12) where the ROC will either approve or disapprove the request and provide a reason for their decision.

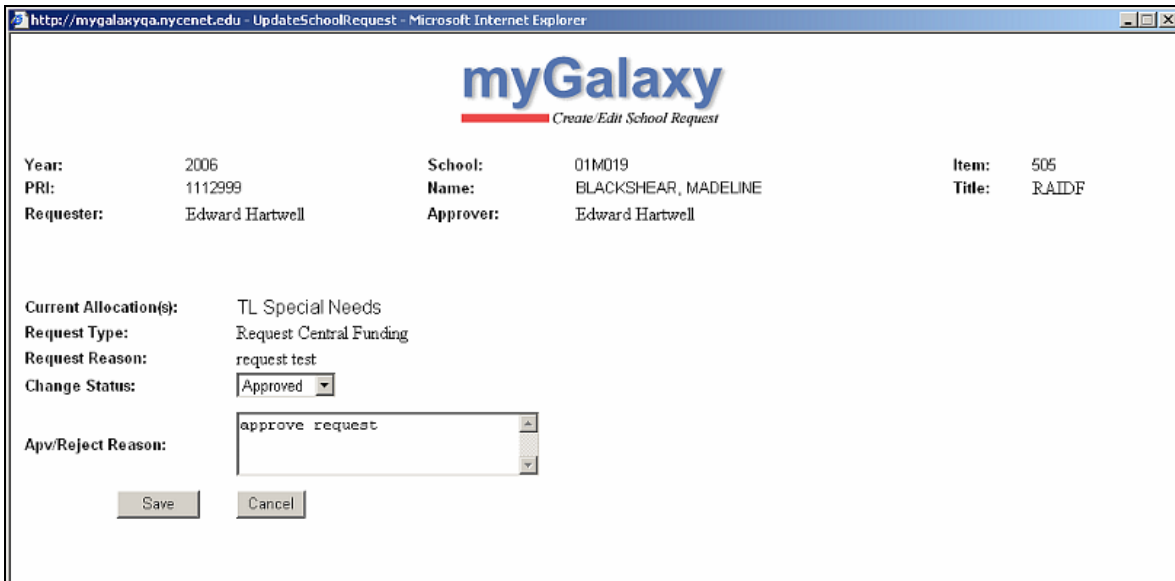


FIG. 12

The Galaxy 2000 Request Status List Screen contains a link to the ROC Transfer Utility screen for approved items. Click on 'Transfer' and Galaxy will bring you to the Transfer Utility for that particular school.

NOTE: When schools access the Request Status List in myGalaxy, the link to the Transfer Utility screen is not available.

Once the ROC transfers funds using the Transfer Utility, the school will see the allocation in the Infolink as they would any new allocation. The Infolink will also notify schools when a request is approved or rejected.