



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



**Special Education Attendance Form Submission
All Schools – Deadline July 5, 2011**

This notice relates to the “Attendance Record for Related and Support Services and SETSS and ESL School Year 2010-2011” booklets. Due to the impending expiration of the vendor contract, all completed and signed attendance and progress report forms from these booklets are due to the vendor **no later than July 5, 2011**. Once all forms have been submitted, please destroy all FedEx envelopes that have been supplied by SourceCorp as they will not be accepted by FedEx after July 5, 2011.

To ensure the timeliness and integrity of your attendance data, you or your designee should make certain that every provider of special education related and support services, ESL and SETSS, submits attendance for each student on his/her caseload on-time and in compliance with the required submission period. It is also important that the entry of attendance is consistent with the student’s ATS attendance record (the student was in school on the day the provider indicated a related service session occurred), the school calendar (school was in session on the day related service attendance was recorded) and the attendance of the individual provider (the provider was not absent on a day attendance was recorded).

The “Attendance Record for Related and Support Services and SETSS and ESL School Year 2010-2011” forms are the official record of a student having received these services. As such, the information should be accurately maintained. For more information about the attendance booklets, read the FAQs located at:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/ORO/Surveys/default.htm>.

If you have other questions, please contact your CFN or Michael Olech at 718-935-2784 or molech@schools.nyc.gov