



The Division of Financial Operations
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Special Education Attendance Information Packets and Booklets Arrive in Schools

All schools / Event: Information Packets – August 23rd, Booklets – Week of August 30th

Information packets and attendance booklets for Special Education Related Services and Support Services, Special Education Teacher Support Services (SETSS) and ESL services are being distributed in August. An information packet with a “Read First” memo and Frequently Asked Questions will be delivered to Principals on or about August 23rd. An initial supply of booklets entitled “Attendance Record for Related & Support Services and SETSS & ESL School Year 2010-2011,” directions for their use and Frequently Asked Questions will arrive in schools starting August 30th. Please discard any attendance booklets left over from previous years.

It is imperative that you assure the timeliness and integrity of the attendance data submitted by your school. To this end, you or your designee should ensure that every provider of special education related and support services, ESL and SETSS in the school submits attendance for each student on his/her caseload timely and in compliance with the required submission periods. 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 related service attendance was recorded).

The “Attendance Record for Related & Support Services and SETSS & ESL School Year 2010-2011” forms are the official record of the student having received these services. As such, the information must be accurately maintained. For more information about the attendance booklets, visit <http://schools.nyc.gov/Offices/DRO>, click on “Surveys” (along the left side of the screen) and then “Related and Support Services FAQs”. If you have other questions, please contact your CFN.