



Office of Compliance Services November 2009 Compliance Action Dates

Note: Information contained in this calendar is not identical to the Important Compliance Action Information (see page 2, below).

Mon	Tue	Wed	Thu	Fri
2 Health Complete the 2009-2010 Condom Availability Program Compliance Survey	3 Election Day	4	5	6 OSYD Complete the OSYD Consolidated Plan
9	10 Budget P-card statements are posted for principals certification	11 Veterans Day	12	13
16	17	18	19	20 ELL Return LAB-R answer documents to ISC office by noon
23	24 Budget Last day to certify P-card statements for the prior month	25	26 Thanksgiving	27 Thanksgiving
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OFFICE OF COMPLIANCE SERVICES
November 2009 Important Compliance Actions*

*Note: Information contained in this document is not identical to Action Dates Calendar (see page 1, above)

Category	Area	Action
BUSINESS AND FUNDING	NO CHILD LEFT BEHIND (NCLB)	<ul style="list-style-type: none"> ✓ Schedule set asides for parent involvement (1%), tuition reimbursement/highly qualified (5%), and professional development highly qualified (10%) of NCLB funding as required ✓ Distribute and collect the military opt out letter from 11th and 12th grade students and their parents. To access the form visit http://schools.nyc.gov/NR/ronlyres/13C0BA67-6B26-46D1-9B4B-02FA8D0DF07A/66434/OptOutLetters2009_English.pdf
	NO CHILD LEFT BEHIND (NCLB)	<ul style="list-style-type: none"> ✓ Properly label in the <i>pre-selected program field</i> the set asides for parent involvement (1%), tuition reimbursement/highly qualified (5%), and professional development highly qualified (10%)
BUSINESS AND FUNDING	FINANCE	<ul style="list-style-type: none"> ✓ Certify monthly Procurement Card expenses in FAMIS Portal. To access FAMIS Portal visit https://dfoforms.nycenet.edu/FamisPortal/Login.aspx?sessiontoken=tbh31bnrsktqqxye0lrz5yv&link=logoff
	ARTS EDUCATION	<ul style="list-style-type: none"> ✓ Allocate the required educational time for students in the arts, including dance, music, theater and visual arts. <i>Further information see http://schools.nyc.gov/offices/teachlearn/arts/resourceguide2.html</i> ✓ For High Schools using HSST - Properly code the arts courses taken by students in order to accurately report required educational. To access HSST visit https://ats.nycboe.net/STARS/
INSTRUCTION	FITNESS AND PHYSICAL EDUCATION	<ul style="list-style-type: none"> ✓ Allocate the required educational time for students in physical education and complete FITNESSGRAM assessments for each student. (currently open) To access FITNESSGRAM visit http://schools.nyc.gov/Academics/FitnessandHealth/StandardsCurriculum/NYCFITNESSGRAM.htm
	HEALTH EDUCATION	<ul style="list-style-type: none"> ✓ Allocate the required educational time for students in health education. <i>Further information see http://schools.nyc.gov/Offices/Health/default.htm</i>
REGULATION OF EMPLOYMENT AND STUDENT CONDUCT	STUDENT ATTENDANCE	<ul style="list-style-type: none"> ✓ Scan daily attendance sheets into ATS. Generate ATS RNOC report to identify students missing attendance ✓ Sign off on the previous month's Periodic Attendance Report (PAR).
SCHOOL SERVICES	HEALTH	<ul style="list-style-type: none"> ✓ Enter Tuberculosis (TB) screening results into ATS for all new entrants coded as "58" ✓ Enter immunization and vision screening data for all students into ATS ✓ Ensure an automated external defibrillator (AED) is easy to locate and that a trained responder with a valid AED/CPR certification is at your school. ✓ Ensure that your school's ESI profile is updated with valid licensed responders and a response plan. The ESI web site is http://doe.emergencyskills.com/mainpage.php or contact ESI at (212) 564-6833. <i>For additional information see, http://schools.nyc.gov/Offices/Health/default.htm</i>
	SAFETY	<ul style="list-style-type: none"> ✓ Conduct Safety Committee Meeting for this month and enter all required information into the Safety Plan Portal ✓ Conduct eight (8) fire drills between September 8, 2009 - November 30, 2009 and enter each into OORS <i>For additional information see, http://schools.nyc.gov/Offices/transportation/SchoolResources/SafetyDrills/default.htm; and http://erceo.nycenet.edu/</i>
	SCHOOL FOOD	<ul style="list-style-type: none"> ✓ Ensure all School Meal Applications (SD 1041) are collected and for those non-scannable schools certify and enter into ATS meal codes for free, reduced price or full price ✓ Complete and submit MIE-1 (Meals Served) and MIE-2 (Cash Receipts Worksheet) forms with cash collected for lunch to School Foods on a weekly basis ✓ Implement procedures to identify eligible student for meal service, including procedures to identify students with lost or stolen meal cards <i>Further information see http://www.opt-osfns.org/osfns/</i>
SPECIAL SERVICES	ENGLISH LANGUAGE LEARNERS (ELL)	<ul style="list-style-type: none"> ✓ Administer the Home Language Survey (HLIS) to all new admits and LAB-R to eligible students based on HLIS review. Complete student LAB-R testing, hand scoring and placement of eligible students (scoring below cut score on LAB-R) in appropriate instructional program for ELLS within 10 days of registration. LAB-R answer documents must be submitted for official scoring to ISC assessment office. Official Lab-R results will be documented into ATS for students in grades K-12 ✓ Send parent option letters (Parental Choice) regarding ELL programs and place all ELL students in the appropriate programs <i>For additional information see, http://schools.nyc.gov/Academics/ELL/FamilyResources/ELL+Programs.htm</i>
	SPECIAL EDUCATION	<ul style="list-style-type: none"> ✓ Review Special Education Reports in CAP regarding Initial/Re-Evaluations, Triennial and Annual Reviews