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A collection of Acronyms and Jargon

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Quick Reference Guide

Acronyms or jargon used within the NYC Department of Education

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A

ACCES-VR - Adult Career & Continuing Education Services-Vocational Rehabilitation (aka VESID): Offers access to a full range of employment and independent living services that may be needed by persons with disabilities through their lives. Learn more [here](#).

AED - The Academy for Educational Development: AED PSO empowers schools to provide high expectations and high supports for ALL students by customizing professional development and coaching to the needs and interests of the principal and the entire school community. Learn more [here](#).

APRL - Administrative Payroll System: The system used to process payroll and personnel transactions for employees on payroll bank H740 (Annual Administrative, Daily Administrative and Hourly Administrative employees). Administrative Payroll is also referred to as H Bank (Annual Administrative employees) and Z Bank (Hourly Administrative employees). Learn more [here](#).

ARIS – Achievement Reporting and Innovation System: Provides educators with a consolidated view of student achievement data and collaborative instructional resources, all on the same platform. Learn more [here](#).

ATS - Automate the Schools: A school-based administrative system which standardizes and automates the collection and reporting of data for all students in the New York City Public Schools. Learn more [here](#).

B

BAID - Borough Assessment Implementation Directors: Assist schools with testing administration and support schools with drop offs and pickups of various testing materials. Learn more [here](#).

Beacon Schools: Beacon programs provide youth with appropriately structured youth development activities in the hours following the school day. Located in 80 schools across the City, the Beacon programs establish opportunities for empowerment and skill building, development of sound character and positive social norms, and integration of family, school and community supports. Learn more [here](#).

BEDS - Basic Education Data Survey: The State Commissioner of Education requires all school systems in the state conduct this annual survey. Learn more [here](#).

BEDS - Basic Education Data System: 12-digit Basic Education Data Systems (BEDS) number is issued by SED. Learn more [here](#).

BFS - Bureau of the Fiscal Service: The Bureau of the Fiscal Service (Fiscal Service) was established on October 7, 2012, with the consolidation of two Treasury Department bureaus: the Bureau of the Public Debt (BPD) and the Financial Management Service (FMS). Learn more [here](#).

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BFSC - Borough Field Support Center: The new (2015), geographically-based BFSCs replace the 55 Children's First Networks and are providing integrated supports to schools across areas of instruction, operations, including finance and human resource support, and student services including health resources and counseling, support to English Language Learners, and support to students with disabilities. All totaled, BFSCs house over 700 staff members to ensure schools get the tailored supports they need. Learn more [here](#).

BIP - Behavior Intervention Plan: A plan to address problem behavior that includes, as appropriate, positive behavioral interventions, strategies and supports, program modifications and supplementary aids and services that may be required to address the problem behavior. Learn more [here](#).

C

C-LSO - Community Learning Support Organization: An all purpose support organization that will provide any/all of the academic support that a school needs. Learn more [here](#).

CAP - Child Assistance Program: Computerized data collection system to track the process students go through when referred for possible special education services Developed and implemented as a result of the 1979 Jose P. Federal Court decision, mandating the New York City Department of Education to develop a data system to track the process students go through when referred for possible special education. Learn more [here](#).

CBO - Community-based organization: Community-based organizations (CBOs) play a vital role in serving students and school communities in nearly all NYC Department of Education schools by providing a host of learning opportunities during the day and after school. CBOs offer NYC's students additional opportunities to develop, learn and grow. Learn more [here](#).

CBO - Central Business Office: Serves as the financial management center for a number of central administrative offices providing payment and staff development services. Learn more [here](#).

CCELL - The Citywide Council on English Language Learners: The CCELL advises and comments on policy involving students enrolled in English Language Learner (ELL) programs. There are nine elected members on the Citywide Council on English Language Learners. Each member must be the parent of a student receiving ELL instruction. Learn more [here](#).

CCHS - Citywide Council on High Schools: Comprised of Ten Parents of High School students selected by High School PA/PTA Officers, two-year term; One high school student selected by the Chancellor, as recommended by the Chancellor's Student Advisory Council, one-year term. Learn more [here](#).

CCSE - Citywide Council on Special Education: The CCSE advises and comments on services for students with Individualized Education Programs (IEPs). Nine Parents of students receiving Citywide special education services selected by District 75 PA/PTA Officers, Two Public Advocate Appointees, One non-voting high school senior in District 75 appointed by the Superintendent of District 75. Learn more [here](#).

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CCSSO - The Council of Chief State School Officers: A nonpartisan, nationwide, nonprofit organization of public officials who head departments of elementary and secondary education in the states, the District of Columbia, the Department of Defense Education Activity, and five U.S. extra-state jurisdictions. Learn more [here](#).

CDOS - Career Development and Occupational Standards: CAREER PLAN as prescribed in these learning standards is intended to promote exploration and research into broad career areas of interest to individual students. Basic principles of career planning such as decision-making, self-evaluation, and goal setting have been integrated within the sample tasks. It is not the intent of these learning standards to limit options or narrowly define the educational preparation of students. Learn more [here](#).

CEC - Community Education Councils: Represents a Community School District that includes public elementary, intermediate, and junior high schools. Additionally, there are two CECs that represent the interests of high school and special education parents. Learn more [here](#).

CFI - Children First Intensive: The Children First Intensive is a professional development program that supports school leaders and teachers to thrive in the Department of Education's new environment of empowerment and data-driven accountability. Learn more [here](#).

CFN - Children First Network: Initiative designed to integrate operational and instructional support for schools. Each CFN network employs a 13-person; cross-functional team directly accountable to principals that deliver personalized service to an average of 25 schools. CFN's have been replaced by BFSC. Learn more [here](#).

Charter Schools: Publicly funded and open to all students in New York City through a non-discriminatory admissions lottery. Each charter school is governed by a not-for-profit board of trustees which may include educators, community members, and leaders from the private sector. Learn more [here](#).

Children First: Multi-year effort launched by Mayor Michael R. Bloomberg and Chancellor Joel I. Klein, aimed at significantly improving New York City's public schools. Learn more [here](#).

COB - Close of Business: The end of the business day.

COIB - Conflicts of Interest Board: The Office of Ethics and Conflicts of Interest provides advice and training to Department of Education employees on the New York City Conflicts of Interest Law and the Chancellor's Regulations on conflicts of interest and financial disclosure. Learn more [here](#).

Community & High School Superintendents: Communicate policy to schools and the public, and they lead the evaluation of schools through the Quality Review. All superintendents perform statutory duties for each school, including appointing principals in district schools, acting as rating officer for principals in the district, approving principal and teacher tenure decisions, and approving school budgets. Learn more [here](#).

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Corrective Action Schools: Schools that have not met their proficiency target for two consecutive years. The New York State Education Department identifies public schools that have not met what is called “adequate yearly progress” (AYP) in achieving state academic standards as “Title I Schools in Need of Improvement” , “Title I Schools in Corrective Action” or “Restructuring.” Schools are identified based on New York State English language arts and mathematics tests. High Schools are identified based on students’ progress in English Language Arts and/or Mathematics Regents and graduation rates. Learn more [here](#).

CPAC - Chancellor’s Parent Advisory Council: The Council focuses on building strong coalitions of parents who are knowledgeable and active partners with the New York City Department of Education. The Federal Title I program requires that parents participate in the development of the school’s Title I parent involvement policy, program, and budget. Parents should participate in the development and evaluation of their schools’ Title I programs, including their budgets, and of their plans to support the needs of students with limited English proficiency and those with disabilities. Learn more [here](#).

CPS – Custodial Payroll System: Extended Use Permit Application Process. Learn more [here](#).

CPSE - Committee on Pre-School Education: A multidisciplinary team that meets to determine the needs of a student with a disability (or suspected of having a disability) aged 3-5. Learn more [here](#).

CSA - The Council of School Supervisors and Administrators: Responsible for processing payroll transactions for pedagogues appointed to a Council of Supervisors and Administrators title. Learn more [here](#).

CSE - Committee on Special Education: Stores student special education records, opens all initial referrals and assigns a CSE case number for public school students. The CSE also manages all special education issues for non-public schools (private, parochial) and charter schools. Learn more [here](#).

CTE - Career and Technical Education: High Schools with CTE programs integrate rigorous academic study with workforce skills in specific career pathways. Students participate in programs that meet business and industry standards. Learn more [here](#).

CUNY - City Universities of New York: The flagship public university in New York City. In addition to developing and delivering innovative teacher training programs, CUNY has provided nationally recognized services to NYC public schools for more than 30 years. Learn more [here](#).

D

DAPS - Division of Academics, Performance and Support: The primary source of data analysis, research, and academic policy for the DOE. Learn more [here](#).

DAITS - Decision Action Items Tracking System: The Impartial Hearing Decision Implementation Process is a legally binding document that must be implemented in its totality unless appealed by either the parent or the Office of Legal Services Tracking must be completed on a web-based system, currently DAITS. - Learn more [here](#).

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DCP - Division of Contracts & Purchasing: Our primary audiences for this Web site are DOE personnel looking to buy goods and services as well as vendors who are interested in participating in the procurement process. Learn more [here](#).

DFO - Division of Financial Operations: Supports the administrative and instructional needs of the New York City Department of Education by utilizing state of the art technologies and proven financial systems to effectuate accurate financial reporting and simple cost effective operating processes. Learn more [here](#).

DFPM - Division of Financial Planning & Management: Committed to managing the DOE operating budget in a way that aligns resources with the strategic objectives of the DOE and consistently promotes the goal of maximizing student achievement. Aka DBOR. Learn more [here](#).

DIIT - Division of Instructional & Information Technology: The Division of Instructional and Information Technology is committed to providing state of the art services and support to its user community. Learn more [here](#).

District 75 Citywide Council: The Council advises and comments on educational policies that affect students with disabilities who attend D75 schools. There are nine elected members on the D75 Council. Each member must be the parent of a student enrolled in a D75 program. Learn more [here](#).

District 75 Special Education: District 75 provides citywide educational, vocational and behavior support programs for students who are on the autism spectrum, severely emotionally challenged, and/or multiply disabled. Learn more [here](#).

District 79 Alternative Schools and Programs: Helps students under 21 years old, who have experienced an interruption to their studies to stay on track to a high school or high school equivalency diploma, build the skills to succeed in post-secondary opportunities, and gain the social-emotional skills necessary to become confident and productive members of society. Learn more [here](#).

District 84 Charter Schools: Publicly funded and open to all students in New York City through a non-discriminatory admissions lottery. Each charter school is governed by a not-for-profit board of trustees which may include educators, community members, and leaders from the private sector. Learn more [here](#).

DOE - Department Of Education: The New York City Department of Education is the largest system of public schools in the United States, serving about 1.1 million students in about 1,500 schools with 80,000 teachers and an annual budget of \$21 billion. Learn more [here](#).

DOE – Fact Finder: Highlights information about current key services offered by the DOE. It provides you with the same information that the DOE has made available to NYC’s 311 Citizen Call Center. Learn more [here](#).

DTSDE - Diagnostic Tool for School and District Effectiveness: Created to capture the best practices from each of the past review tools used by NYSED. Learn more [here](#).

DYCD - Department of Youth and Community Development: Created in 1996 to provide the City of New York with high-quality youth and family programming. Our central task is administering available City, state, and federal funds to effective community-based organizations. Learn more [here](#). [Back to top](#)

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E

E-Catalog: A joint effort between DFO and DCP enabling online catalog ordering through the FAMIS Portal from the following vendors: Dell, Staples, and School Specialty. These vendors can only be used through the FAMIS Portal. Learn more [here](#).

EIC - Emergency Information Center: Must be provided with timely information on incidents or accidents being reported by our schools. Notify the Emergency Information Center (EIC) at: 335 Adams Street (28th Floor), Brooklyn, NY 11201. The phone number of the EIC is (718) 935-3210. Learn more [here](#).

EIS - Employee Information System: Encompasses Personnel, Payroll and Timekeeping systems. Uses your 7-digit Employee ID provided by your agency. New hires receive their Employee ID # as part of the new hire process. Also see NYCAPS. Learn more [here](#).

ELA - English Language Arts: One of the DOE's primary goals is ensuring that all students become able readers and writers. When literacy instruction is matched to students' unique strengths and needs, students learn to effectively communicate their ideas and show what they know. Learn more [here](#).

ELL - English Language Learners: Students who speak a language other than English at home and score below proficient on English assessments when they enter our school system. Learn more [here](#).

ELL Instructional Support Specialists: There are over 100 ELL Instructional Support Specialists who each work with approximately six schools. They support teachers and report on the quality of education for ELLs. Learn more [here](#).

EOC - Emergency Operations Center: A central location for senior officials from City, state, and federal agencies and relevant private entities to coordinate response efforts, make decisions, and gather and disseminate information. Learn more [here](#).

EOY - End of Year: End of an accounting period, often a calendar year but can be a fiscal year. Books are closed at year end.

ESL - English as a Second Language: Programs that use strategies for English language development with native language support so that students develop language and content knowledge in English. Learn more [here](#).

ESO - Empowerment Support Organization: Schools in the ESO share the fundamental belief that decisions about how to educate students should be made as close as possible to those who work with them – principals in collaboration with their school communities. Learn more [here](#).

ESS – NYCAPS Employee Self Service: A tool that allows you to view or change your personal information and health benefits online. ESS is now available and can be easily accessed on the Internet. Learn more [here](#).

E

FAMIS - Financial Accounting Management Information System: Administers the FAMIS security unit and serves as DOE security agent for city financial systems. Learn more [here](#).

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FAQ - Frequently Asked Questions: FAQ is an online document that poses a series of common questions and answers on a specific topic. See the FAMIS FAQ [here](#).

FISA - Financial Information Services Agency: FISA is an information technology services center with all the support facilities needed to provide City officials with Citywide financial, payroll and human resources information. Learn more [here](#).

FMS - The Financial Management Service: The Financial Management Service (FMS) and the Bureau of the Public Debt (BPD) have consolidated into the Bureau of the Fiscal Service. Learn more [here](#).

FSBO – Financial Systems and Business Operations: Mission is to serve and provide innovative solutions to streamline and automate the business processes of the financial organization of the DOE, while offering high-quality and efficient support services to our school and central-based staff, and business partners. Learn more here. Learn more [here](#).

FY – Fiscal Year: A period used for calculating annual financial statements in businesses and other organizations. The fiscal year for the DoE begins July 1st and Ends June 30th.

G

GALAXY - School based budgeting system used by all New York City public schools, as well as the Borough Field Support Centers (BFSC). Galaxy presents a school's budget as a Table of Organization (TO). In Galaxy, the terms 'Table of Organization' or its abbreviation 'TO' are synonymous with the term 'budget'. Learn more [here](#).

GED - General Equivalency Diploma: Tests of General Educational Development. The GED Test Battery is a national examination available to adults who did not graduate from high school or whose diplomas may not be recognized by New York State. Learn more [here](#).

H

HSST - High School Scheduling and Transcripts: This system provides for data entry and processing of student scheduling, grade reporting and transcripts. This system allows for the reporting of class size by course. Learn more [here](#).

I

ICI-LSO - Integrated Curriculum and Instruction Learning Support Organization: The Integrated Curriculum and Instruction (ICI) Learning Support Organization is designed to support schools in their quest to prepare students to master the new basics of the 21st century — thinking and problem solving — and meets the high demands of a global economy. Learn more [here](#).

IDEA - Individuals with Disabilities Education Act: A law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services. Learn more [here](#).

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IEP - Individualized Education Plan: Special education and related services specifically designed to meet the unique educational needs of a student with a disability. An IEP is the guiding document for a student's educational program. The D75 Office of Instruction supports the efforts of the D75 IEP Coordinator in disseminating the most current information, both legal and instructional, on the writing of school-based Individual Education Programs. Learn more [here](#).

IFSP - Individualized Family Service Plan: If a child has received Early Intervention services and has an IFSP, your child will need to be evaluated by your local CSE or CPSE to develop an IEP with recommended services or supports for pre-school special education. Learn more [here](#).

IRS - Information and Reporting Services: The Office of Information and Reporting Services is responsible for the collection and reporting of enrollment, assessment, school violence, state and No Child Left Behind accountability, career and technical education, graduation rate, post-graduation plans, teacher certification, and school staff data for school districts, public schools, charter schools, and nonpublic schools in New York State. Learn more [here](#).

ISC - Integrated Service Center: Replaced by BFSC 2015. Delivers professional services schools, such as payroll, human resources and food services. The public rarely needs to contact the ISC, because ISC professional staff members work directly with principals to ensure that the services provided are effectively delivered to schools. Learn more [here](#).

J

JCL - Job Control Language: A scripting language used on IBM mainframe operating systems to instruct the system on how to run a batch job or start a subsystem. Learn more [here](#).

K

KN-LSO - Knowledge Network Learning Support Organization: An all-inclusive educational organization that helps schools implement a unique, dynamic model for student success. Learn more [here](#).

L

LEA - Local Education Agency: This term applies mainly to government grants. Sometimes grants indicate that only an LEA can apply. In this case, the school cannot apply directly for the grant by itself. You must apply through the Department of Education Government Grants office. Learn more [here](#).

Learning to Work: Learning to work programs offer in-depth job readiness and career exploration opportunities designed to enhance the academic components of select Young Adult Borough Centers, Transfer Schools, and GED programs. The goals of Learning to Work are to assist students in overcoming some of the obstacles that impede their progress toward a high school diploma and lead them toward rewarding post-secondary employment and educational experiences. Learn more [here](#).

LCGMS - Location Code Generation Management System: Used to update and manage information about schools, other learning communities, and administrative offices. Learn more [here](#).

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LISs - Local Instructional Superintendents: Each region has approximately ten who each oversee instruction in about twelve schools. They support the principals in each of their assigned schools and evaluate how well each principal is doing. See [‘School District Administrators’](#)

L-LSO - Leadership Learning Support Organization: The Leadership Learning Support Organization supports school leaders and their teams in accelerating student achievement gains by promoting school capacity, sustainability, and leadership development in elementary, middle, and high schools. Learn more [here](#).

LRE - Least Restrictive Environment: Placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature of severity of the disability is such that even with the use of supplementary aids and services, education cannot be satisfactorily achieved. The least restrictive environment is therefore different for each child.

LSC - Learning Support Centers: Each region has at least one Learning Support Center, which houses the regional superintendent, student support staff and a team of “parent support officers.” The staff members in the parent support office are charged with helping parents with any school-related questions. Learn more [here](#).

LSOs - Learning Support Organizations: Led and operated by four LSO leaders—packages are available to schools across the city without regard for regional boundaries and service packages are differentiated to meet the unique needs of a broad variety of schools. Learn more [here](#).

M N

NCLB - No Child Left Behind: The No Child Left Behind Act was signed into law in 2001. Like our Children First reforms, its goal is to raise academic standards, close achievement gaps, encourage more school accountability, and offer more choices to families and students. Learn more [here](#).

New Century Schools: Large comprehensive high schools that have been broken down into smaller schools. Learn more [here](#).

New Small Secondary Schools: Over the past five years, the Department of Education has created hundreds of new small schools throughout the City. Most of these have replaced failing schools that the DOE has closed. These schools offer safe, personalized learning environments—and have strong early records of success. Learn more [here](#).

NYCDOE - New York City Department of Education: See [DOE](#).

NYCAPS ESS (see ESS): Employee Self Service. Learn more [here](#).

NYCLA - New York City Leadership Academy: Established in 2003, the NYC Leadership Academy is an independent nonprofit organization offering comprehensive leadership development programs for aspiring and early-career New York City public school principals. Learn more [here](#).

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NYCTF - New York City Teaching Fellows: 2000, program was launched to address the most severe teacher shortage in New York's public school system in decades. The Fellowship endeavors to attract mid-career professionals, recent college graduates, and even retirees to teach in the hardest-to-staff schools in the nation's largest school system. The success of the NYC Teaching Fellows program has been heralded across the country through features in national media outlets. Learn more [here](#).

NYSED - New York State Education Department: Part of the [University of the State of New York](#), one of the most complete, interconnected systems of educational services in the United States. Learn more [here](#).

nySTART - NY State Testing and Reporting tool: Previously contained links to verification reports, New York State Report Cards, Individual Student Reports, Guided Analysis reports, and the New York State Parent Web Site, is no longer available.

NYSTL - New York State Textbook Law: To assure the purchase of adequate textbooks for every student, New York State reimburses the Department of Education on a per-capita basis for each student on the register as of October 31st. (See below) Note that the entire NYSTL allocation must be used to purchase and loan textbooks to resident pupils on an equitable basis. Learn more [here](#).

O

OASP - Office of the Arts and Special Projects: Provides expert support in the four arts disciplines; dance, music, theater, and visual arts. Learn more [here](#).

OEM - Office of Emergency Management: Develops contingency plans and protocols that guide New York City's response to natural and man-made emergencies, from extreme weather to power outages. The plans focus on three components of a disaster: preparedness, initial response, and recovery. Learn more [here](#).

OFEA - Office of Family Engagement and Advocacy: Comprises a dedicated parent support team that spans every borough, school district, and school in New York City. OFEA is the primary point of contact for families and parent leaders who have concerns about their schools, and it also supports the City's school-based and district-based parent leadership associations. Learn more [here](#).

OPCE - Office of Parent & Community Engagement: See [OFEA](#) - Office of Family Engagement and Advocacy. Learn more [here](#).

ORCS - Office of Related and Contractual Services: A municipality list of independent providers and a municipality list of DOE clinicians and therapists approved to provide related services as independent providers will accompany the RSA. Learn more [here](#).

OSEPO - Office of Student Enrollment Planning and Operations: works with CSE offices to facilitate placements of students in non-public and charter schools.

OSI - Office of Special Investigation: Investigates allegations of improper and unlawful behavior, including corporal punishment and verbal abuse against students, to help ensure a safe and secure learning environment for New York City's students, staff members, and parents. Learn more [here](#). [Back to top](#)

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OSPP - Office of School Programs and Partnerships: While many schools engage in local partnerships suited to their communities, the Office of School Programs and Partnerships (OSPP) acts as a clearinghouse to familiarize and orient new and existing partners in the community to the Chancellor's priorities and processes. Learn more [here](#).

OSYD - Office of Safety and Youth Development: Works with BFSC's and directly with schools to establish and implement integrated safety, discipline and intervention policies and procedures, promote respect for diversity and take a proactive role in nurturing students' pro-social behavior by providing students with meaningful opportunities for social emotional learning. Learn more [here](#).

OSYD Intranet: School Staff members may click here for access to the Online Occurrence Reporting System (OORS), School Safety Plan (SSP), and the Suspensions and Office of Hearing Online (SOHO) applications. Learn more [here](#).

OT - Occupational Therapy: The Individuals with Disabilities Education Act (IDEA) identifies Occupational Therapy as related services for eligible children ages 3-21 years who require assistance to benefit from a free and appropriate public education in the least restrictive environment. Occupational Therapy is one of the related services under Part B of IDEA that may be provided to support a student's Individualized Education Program. Learn more [here](#).

OTPS - OTHER THAN PERSONAL SERVICE (aka NPE): The object category identifying the funding for expenses other than salaries, including communications, infrastructure, supplies, equipment, and contractual services. Learn more [here](#).

P

PA - Parent Association: The main way for parents to get involved in their children's schools. Parent Associations are school-based organizations open to all parents, foster parents, and legally appointed guardians of children currently attending a New York City public school. Learn more [here](#).

PASS Review - Performance Assessment in Schools System-wide: A review of a school conducted by a team of parents and teachers who are sometimes joined by school, district, or central board administrators. Learn more [here](#).

PC - President's Council: Presidents' Councils and High School Federations work to identify district-wide priorities, and provide support for the PA/PTAs under their purview. Every Presidents Council meeting is attended by the district's District Family Advocate, who helps to foster an open line of communication between parent leadership and the Department of Education. Learn more [here](#).

PCs - Parent Coordinators: Staff members who work out of each school in the City and are responsible for helping address parent concerns and supporting parent involvement in the schools. The parent coordinators report to the principals in the schools in which they work. Learn more [here](#).

PENCIL - Public Education Needs Civic Involvement in Learning: Founded in 1995 to develop meaningful civic involvement in the New York City public schools. Learn more [here](#).

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Pencil Box: The PENCIL Box is an easy way for you to enhance the learning environment of students in New York City public schools. Any company or individual with gently used furniture, equipment or other quality goods to donate can list these items on the PENCIL Box website where a deserving school can access these donations directly. Learn more [here](#).

PER DIEM: A temporary employee who is paid his or her pay on a daily basis. Per Diem is a Latin term that means per day in English. The numbers of hours that are worked by the employee are determined by the employer. Learn more [here](#).

PER SESSION: Per Session Payroll is the hourly professional payroll for pedagogic and supervisory titles. Service is rendered outside of the regular school day and/or during the summer months. The applicable titles paid are Teacher, School Secretaries, Social Workers, Guidance Counselor, School Psychologist, Lab Specialist and Supervisors. Learn more [here](#).

PS – Personal Service (aka PE): The object category identifying the funding of salaries and fringe benefits of organization employees. Learn more [here](#).

PETS - Personnel Eligibility Tracking System: Web-based database that allows the Contractor to enter Staff information into a roster in order to monitor the fingerprinting status of each Staff member. Learn more [here](#).

PMS – The City’s Payroll Management System: The City of New York's automated payroll and timekeeping processing and record keeping system. Learn more [here](#).

PT - Physical Therapy: A health care profession primarily concerned with the remediation of impairments and disabilities and the promotion of mobility, functional ability, quality of life and movement potential through examination, evaluation, diagnosis and physical intervention. Learn more [here](#).

PIP - Personal Intervention Plan: Should be developed for standardized students in grades 3, 5, 7, and 8-plus who have been retained one or more times in the designated grade; students promoted to 4th grade, but were promotion-in-doubt last year in grade 3 and students in grade 9 lacking a minimum of ten high school credits. The Personal Intervention Plan outlines the frequency, duration, and intensity of the academic intervention services provided to meet the needs of each student. Learn more [here](#).

Principal for a Day: An initiative led by PENCIL in which leaders in entertainment, politics, business, academia, media and the arts visit schools across the City to meet students, teachers and parents in order to better understand New York's diverse school system. Learn more [here](#).

PSO - Partnership Support Organizations: Under the leadership of Debra Maldonado, Chief Executive Officer for Partnership Support, operated by groups outside of the DOE including nonprofit intermediaries, colleges, universities, and other organizations with demonstrated records of supporting communities and schools in a variety of capacities. Each of these organizations will join with school leadership to leverage what’s working elsewhere in our City and country. Learn more [here](#).

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Q R

RACF - Remote Access Control Facility: Is IBM's standard security software that helps an organization manage access to information. RACF is defined with much the same structure as any organization. It allows an installation to define individuals and groups and what each individual or group may do. Some individuals and groups have a great degree of authority, while others have less authority. Learn more [here](#).

S

School District Administrator: Executive Officers for Instruction are school district administrator-licensed, previously Local Instructional Superintendents and principals or district managers for curriculum and instruction, accountable for providing direct support to networks and coordinating the services of network school specialists. Learn more [here](#).

SEA - State Education Agency: We will be the best state higher education agency in the nation, known by the people we serve for exemplary leadership, service, and results. Learn more [here](#).

SED - State Education Department: See [NYSED](#).

SEIT - Special Education Itinerant Teacher: where the teacher travels to the student. Learn more [here](#).

SES - Supplemental Education Services: Under the No Child Left Behind Act of 2001, parents of students who are enrolled in certain Title I schools and who are also eligible for free lunch are able to select for their children free academic assistance/tutoring programs. Learn more [here](#).

SEIS - Special Education School Improvement Specialists: Key member of the School Support Organization; create and implement instructional and behavioral support and improvement strategies. Learn more [here](#).

SETSS - Special Education Teacher Support Services: Circulates throughout the classes to support the students, assess needs, and evaluate progress as it relates to the individual student's IEP. Learn more [here](#).

Shop DEO: A web-based tool that allows users to browse a catalog of products offered by DOE-contracted vendors. Learn more [here](#).

SINI - Schools in Need of Improvement: The New York State Education Department identifies schools that have not met adequate yearly progress in achieving state academic standards as "Title I Schools in Need of Improvement." These schools include Title I SURR and Title I Schools in Corrective Action or Restructuring. Learn more [here](#).

SIS - Student Information System: Provides access to a comprehensive database of student information, including health records, attendance, attendance history, and other aspects of a student's school record. A nine digit number that usually begins with four zeroes. Example: 000055555 See ARIS. Learn more [here](#).

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SLC - Small Learning Communities: are small academic communities of about 400 students within larger comprehensive schools. Each small learning community has a dedicated group of administrators and staff, all focused on providing students with a challenging curriculum and helping them graduate on time, prepared for college or the workplace. Learn more [here](#).

SLT - School Leadership Team: Determine the school's educational direction--that is, the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the alignment of resources to accomplish those strategies. Learn more [here](#).

SOPM - Standard Operating Procedures Manual: A comprehensive guide to the referral, evaluation, and placement processes. Learn more [here](#).

Special Education: [see district 75](#)

SSO - School Support Organizations: Schools have long benefited from support and assistance from people outside the building to help identify best practices in education. Learn more [here](#).

STARS - Student Transcript and Academic Recording System: Provides for data entry and processing of student scheduling, grade reporting, and transcripts. Learn more [here](#).

Superintendents: Communicate policy to schools and the public, and they lead the evaluation of schools through the Quality Review. All superintendents perform statutory duties for each school, including appointing principals in district schools, acting as rating officer for principals in the district, approving principal and teacher tenure decisions, and approving school budgets. Learn more [here](#).

SURR - Schools Under Registration Review: Each year, the NY State Education Department places a number of low performing schools on registration review, based on recent results of the Grades 4 and 8 ELA and math assessments (for CSD's), Regents cohort pass rates (for HS's), and dropout rates (also for HS's). Once placed on the SURR list, schools can be removed if they meet targeted improvements mandated by the state. Learn more [here](#).

School Report Card: DOE report generated annually documenting several dimensions of school performance (including student performance, teacher certification, student/teacher absences, student demographics and suspensions). Learn more [here](#).

I

TNS - Tenure Notification System: TNS is an online system that principals use to make tenure recommendations. In addition to sending principals e-mails to remind them of upcoming tenure recommendation deadlines, TNS also flags certain information that principals should consider when making tenure recommendations. Learn more [here](#).

TO - Table of Organization: TO contains all the people working in the school and their associated budget amounts, as well as the amounts budgeted for non-full time personnel items such as per session (hourly) costs, per diem (daily) costs, and OTPS (Other than Personal Services, e.g., supplies, equipment, books, etc.). All funds allocated to schools and scheduled by schools are reflected in the Galaxy TO. Also see Galaxy. Learn more [here](#). [Back to top](#)

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Transfer High Schools: Small, academically rigorous high schools designed to reengage students who have dropped out or who have fallen behind and now have fewer credits than they should for their age (these students are called “over-age and under-credited”). These schools provide a personalized learning environment and connections to career and college opportunities. Students graduate with a high school diploma from their transfer high school. Learn more [here](#).

TSO – Time Share Option: An interactive time-sharing environment for IBM mainframe operating systems. Learn more [here](#).

U

UFT - United Federation of Teachers: Represents more than 228,000 people, is the sole bargaining agent for most of the non-supervisory educators who work in the New York City public schools. Learn more [here](#).

UMS - Universal Meal Sites: Learn more [here](#).

UPA - United Parents’ Association: A federation of Parent Associations in New York City public schools. UPA believes that parent involvement is critical to improving student performance and that parents must be included as partners at every level of decision making that affects children's education. Learn more [here](#).

USDOE - United States Department of Education: Created in 1980 by combining offices from several federal agencies, to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. Learn more [here](#).

USNY - University of the State of New York: Learn more [here](#).

V

VESID - Office of Vocational and Educational Services for Individuals with Disabilities: (Now named ACCES-VR) This office is responsible for offering access to a full range of services that may be needed by persons with disabilities through its administration of special education, vocational rehabilitation and independent living programs. Eligibility requirements for VESID: mental or physical impairment, impairment impedes employment. Learn more [here](#).

VPN – Virtual Private Network: Extends a private network across a public network, such as the Internet. It enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network, while benefiting from the functionality, security and management policies of the private network. A VPN is created by establishing a virtual point-to-point connection through the use of dedicated connections, virtual tunneling protocols, or traffic encryption. Learn more [here](#).

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W X Y Z

YABC - Young Adult Borough Centers: Evening academic programs designed to meet the needs of high school students who might be considering dropping out because they are behind academically or because they have adult responsibilities that make attending school in the daytime difficult. Eligible students are at least 17.5 years old, have been in school for four or more years, and have 17 or more credits. Students graduate with a diploma from their home school after they have earned all of their credits and passed all of the required exams while attending. Learn more [here](#).

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