



BUREAU OF NONPUBLIC SCHOOL REIMBURSABLE SERVICES
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MEMORANDUM

To: Nonpublic School Principals
From: Eric Lynn, Title IIA Coordinator
Re: Title IIA SBL Courses, Fall 2009
Date: May 22, 2009

The New York City Department of Education, Bureau of Nonpublic School Reimbursable Services, is offering graduate courses in administration and supervision through the colleges and universities listed in this catalogue. Participants may enroll in a degree program leading to New York State certification as a School Building Leader. *The No Child Left Behind (NCLB) Act of 2001*, Title IIA Professional Development Program, provides assistance for this initiative.

The target audience for this initiative will be talented nonpublic school teachers who are aspiring to become principals as well as current principals wishing to enroll in courses in order to acquire the necessary credits for New York State certification as a School Building Leader. Approved applicants may also include school personnel who currently are certified by New York State in administration and supervision and may wish to enroll in selected courses in order to remain current in the field.

Procedures for Requesting Enrollment: Applicants

Requesting enrollments for Fall 2009 SBL courses will take place *online beginning, Friday, May 22, 2009, and will end Friday, June 12, 2009 at 3:00 PM.* Please note that this deadline is for requesting an enrollment as well as having requests affirmed online by your principal. If you are a principal requesting enrollment, you must still affirm your request for enrollment using the school login and password on Protraxx. There will be no extension.

To request enrollments for courses login to the website at:

www.protraxx.com

Directions for requesting for graduate courses can be found below.

Affirmation Procedures: Principals

Your principal/administrator must affirm your request for enrollment by logging on to www.protraxx.com with the school's assigned username and password. **USE PREVIOUSLY ASSIGNED USERNAME AND PASSWORD.**

Username and password assignments may be obtained by the principal/administrator emailing Lshang@schools.nyc.gov. The subject line should read: **ADMINISTRATOR'S USERNAME AND PASSWORD** Also include:

Name/Title
School/BEDS code

Due to the availability of Title IIA funds for this initiative, a limited number of participants will be permitted to participate in the program.

Participants will be permitted to register for a maximum of 2 courses. Only those participants who have been accepted and approved by the Title IIA office will receive notification confirming their request for enrollment by email. Applicants will not be permitted to enroll in any SBL course without prior approval from the Title IIA office.

HOW TO NAVIGATE THE PROTRAXX SYSTEM

ENROLLING

1. Log on to www.protraxx.com
2. Click on *Online Catalog*
3. Click on link for *New York City Bureau of Nonpublic School Reimbursable Services*

NEW USER

This is for participants who have not taken a class through this system before and have not yet entered their personal information. You only register (create an account) once. Your personal information will remain secure and private.

- Click on *New User Click Here* to enter registration information.
- Once you have created a registration you may proceed with registered user instructions.

REGISTERED USER

- Enter username and password, click 'login here'
- "Select College" from the drop down menu that corresponds with the workshop you wish to enroll.
- Select 'Program Type' from drop down menu – Title IIA
- Click 'Search'
- Click 'Enroll Now' for the workshop you wish to enroll in.

STATUS

You may check the status of your workshops by logging into the system as usual. On the right side click on "my courses."

PENDING You have successfully requested enrollment in an activity
APPROVED Your school's principal has affirmed your request for enrollment.
CONFIRMED Your request for enrollment has been confirmed by the Title IIA office to participate in your selected activity.

Title IIA Cancellation Policy

It is expected that anyone registering for a course or workshop will attend since not participating will result in another applicant being excluded from a given course. Please do not sign up for courses or workshops you **do not intend** to participate in. *You will be allowed to cancel one course per semester without a penalty as long as there is a legitimate reason.*

To Cancel/Withdraw Attendance in a Title IIA Course or Workshop:

If you are unable to attend a course, please use the following guidelines:

A) Procedure to use up until 48 hours before the class starts:

1. Contact the college/university via email (your email should include the course, start date, location, and reason for cancellation.)
2. Contact the Title IIA office by emailing lshang@schools.nyc.gov with the same information sent to the college/university.
3. Go to www.protraxx.com. Select Online Catalogues located on the top right hand corner.
4. Select Bureau of Nonpublic School Reimbursable Services catalogue and log in.
5. On the right side of the page you will see a section called "User Information" in the middle of a yellow box.
6. Click on the link for "Enrollment Management".
7. You will now see a list of all the classes you are enrolled in.
8. Click on the word "Withdraw" next to the class you want to withdraw from and you will be removed from the course.

B) Procedure to use if you need to cancel up until the day before the workshop or course:

1. Contact the college/university via email (your email should include the course, start date, location, and reason for cancellation.)
2. Contact the Title IIA office by emailing lshang@schools.nyc.gov with the same information sent to the college/university.
3. In the event email is unavailable, you must **fax** the Title IIA office at **718-935-5902** to inform us of your cancellation.

The consequence of not informing us that you will be unable to attend is that you will be **prevented from participating** in the Title IIA Professional Development Program for **1 year**.

Please Note: Withdrawal from a class after the beginning of the class should only occur in an emergency situation. As this action may incur a charge to the Title IIA program, a withdrawal from a class after the class has started may result in being **prevented from participating** in the Title IIA Professional Development Program for **1 year**. In order to withdraw from a course after the start date, please follow the instructions in section A above.

If you have any questions please email Lisa Shang at Lshang@schools.nyc.gov , or call (718) 935-4975.

Thank you for your cooperation.

Encls.

c. Caren Zayde Moncher

John L. Byrne

Nonpublic School Standing Committee