



**Department of
Education**

Chancellor Richard A. Carranza

Attesting and Uploading Your School Leadership Team Signature Page

Office of State/Federal Education Policy and
School Improvement Programs (OSFEP)
Spring 2018

The School Leadership Team (SLT) Signature Page

Click in the text fields to type names.

NAME	POSITION AND CONSTITUENT GROUP REPRESENTED	SIGNATURE (BLUE INK)
Harvey Cornell	*PRINCIPAL OR DESIGNEE	
Ivy Legares	*UFT CHAPTER LEADER OR DESIGNEE	
Frederica Penn	*PA/STA PRESIDENT OR DESIGNATED CO-PRESIDENT	
John Smith	DC 37 REPRESENTATIVE (STAFF), IF APPLICABLE	
John Smith	TITLE I PARENT REPRESENTATIVE (OR PARENT ADVISORY COUNCIL CHAIRPERSON)	
John Smith	STUDENT REPRESENTATIVE (OPTIONAL FOR ELEMENTARY AND MIDDLE SCHOOLS; A MINIMUM OF TWO MEMBERS REQUIRED FOR HIGH SCHOOLS)	
N/A	STUDENT REPRESENTATIVE (OPTIONAL FOR ELEMENTARY AND MIDDLE SCHOOLS; A MINIMUM OF TWO MEMBERS REQUIRED FOR HIGH SCHOOLS)	
N/A	CBO Representative, if applicable/	
Sunny Stroake	Parent	
Franklin Marshall	Member/Assistant Principal	
Penny Hampton	Member/Parent	
Jose Santiago	Member/Parent	
Marie Cordham	Member/Parent - SLT Chair	
Beatrice Stratte	Member/Parent	
Thomas George	Member/Teacher	
Jeff Washington	Member/Teacher	
Lucille Gaines	Member/Teacher	
David Morales	Member/Parent	
N/A	Member/	
N/A	Member/	

Core Members or designees are mandatory:

- Principal
- UFT Chapter Leader
- Parent Association or Parent-Teacher Association President

The Title I PAC Chairperson (or alternate representative) should attend all regular meetings of the SLT

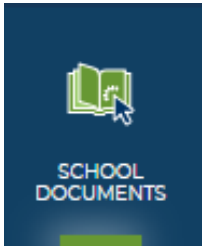
Enter all other SLT names titles or positions (e.g., parent, staff, student).

If an SLT member does not wish to sign the original SLT signature page, the member may attach a written explanation instead of signing, which must be maintained on file at the school with the original SLT signature page. Note: Signature of SLT member indicates participation in the development of the CEP, not approval.

- The SLT signature page is configured as per [Chancellor's Regulation A-655](#).
- All SLT members are expected to sign and confirm their participation in the development of the school's educational plan and that they were consulted about the alignment of funding to support the plan.
- SLTs must include an equal number of parents and staff and have a minimum of 10 and a maximum of 17 members.
- There is a 50-50 balance between parents and staff. Core mandatory members are included in the parent/staff count.
- Students and CBO members are not counted when assessing the parent/staff balance (CBO participation is optional, 2 High School Students are required).
- Signatures on the hard copy must be signed in **blue ink**.



Attestation and Uploading SLT Signature Documents



School Documents

Manage your documents from here

2018-2019

Important Message

As noted in the September 13 edition of *Principals' Weekly*, the New York State Education Department (NYSED) announced a step process for identifying students in grades 3–8 to receive Academic Intervention Services (AIS) for the 2017–18 school year. NYSED's August 9 [memo](#) for guidance when completing the AIS section of this plan.

To maximize iPlan functions please use Google Chrome.

Click here and select 2017-18 to upload SLT Signature Documents from the previous school year.

2018-19 DOCUMENTS

2018-19 CEP

Last edited on May 25, 2018

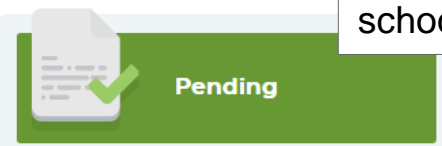
All schools are required to submit a customized School/Comprehensive Educational Plan (S/CEP) for the 2018-19 school year. Your 2018-19 S/CEP template is aligned with your Accountability status.

Note: The acronym "S/CEP" is used to refer to all types of customized comp plans.

Process for Principal's Justification of School Budget Alignment with the S/CEP

Chancellor's Regulation A-655: The principal must submit the proposed school based budget to the community or high school superintendent for approval, along with a written explanation justifying that the school-based budget is aligned with the S/CEP.

Click **Attest and Upload SLT Signature Documents** to access this feature.



Submitted on:



Click the Share For Review button before attesting to your budget-plan alignment.

Attest and Upload SLT Signature Documents | Galaxy allocation | School Statistics | Download



SLT Signature Page Attestation

Before uploading any SLT Signature Page documents, the Principal attests that the SLT aligns with Chancellor's Regulation A-655.

The image shows a blue modal window titled "Principals Attestation of School Leadership Team (SLT) Alignment with Chancellor's Regulation A-655". The modal contains the following text:

I attest that the School Leadership Team (SLT) Signature Page confirms that the members of the SLT are invited to attend monthly meetings and engage in school-based decision making when developing and updating the school's Comprehensive Educational Plan in accordance with Chancellor's Regulation ; and that the original copy is available for viewing by request in the Principal's office.

Below the text is a text input field with the placeholder "Enter your first and last name to represent yo". At the bottom of the modal are two buttons: "CANCEL" and "ATTEST ONLINE".

Two callout boxes provide instructions:

- 1. Enter your electronic signature attesting that the SLT aligns with Chancellor's Regulation A-655. (An arrow points from this box to the text input field.)
- Click the **Attest Online** button to complete the attestation and open the SLT Signature Page upload window. (An arrow points from this box to the "ATTEST ONLINE" button.)

SLT Signature Page Submission Pop Up

This feature is a new tool that allows principals to upload a copy of the SLT signature page for secure storage. Files uploaded here are not viewable by the public. The original should still be kept on file at the school. SLT Signature Pages cannot be uploaded unless the Attestation has been completed.

SLT Signature Page Submission

NEW SUBMISSION

Upload your school's scanned SLT Signature Page to the iPlan Portal along with any written communications related to this page, if applicable. You can submit up to 4 files, only in jpg, jpeg or pdf format. File size must be between 2KB and 3MB.

Please select a JPG Image or a PDF Document **BROWSE**

CANCEL **SUBMIT**

ALL PREVIOUS SUBMISSIONS

FILE NAME	DATE SUBMITTED	SUBMITTED BY	ACTION
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Uploading an SLT Signature Page

SLT Signature Page Submission

NEW SUBMISSION

Upload your school's scanned SLT Signature Page to the iPlan Portal along with any written communications related to this page, if applicable. You can submit up to 4 files, only in jpg, jpeg or pdf format. File size must be between 2KB and 3MB.

Please select a JPG Image or a PDF Document **BROWSE**

CANCEL **SUBMIT**

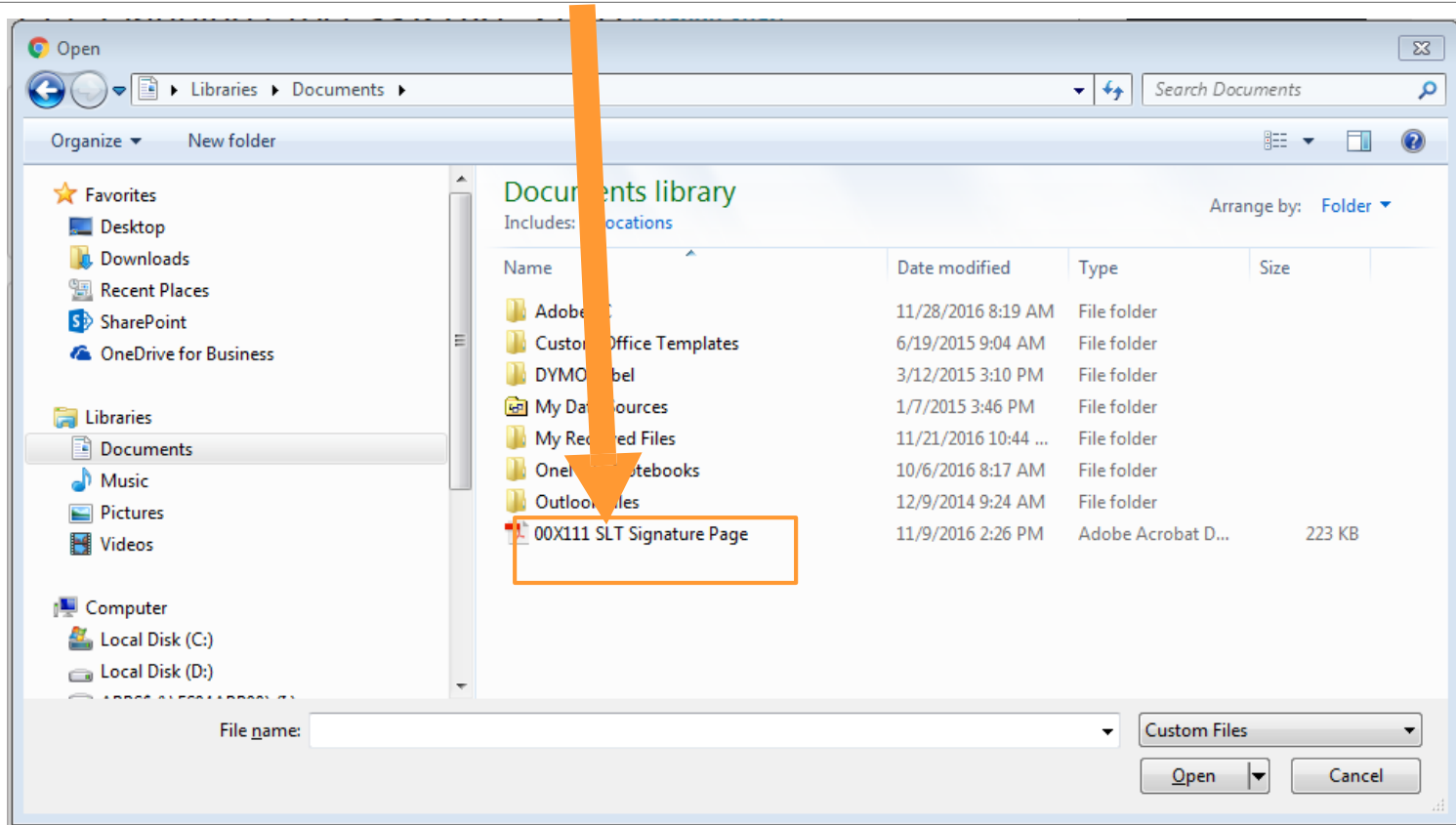
Press the **"Browse"** button

ALL PREVIOUS SUBMISSIONS

FILE NAME	DATE SUBMITTED	SUBMITTED BY	ACTION
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Uploading an SLT Signature Page (cont.)

A window will pop up asking you to open your file. Select the place where your file is stored and double click on the file. Make sure to include your school's District Borough Number (DBN) in the file name. (e.g., 00X111 SLT Signature Page)



Uploading an SLT Signature Page (cont.)

Ensure that the file you want to upload is named in this field. Make sure to include the DBN in the file name. (e.g., 00X111 SLT Signature Page)

SLT Signature Page Submission

NEW SUBMISSION

Upload your school's scanned SLT Signature Page to the iPlan Portal along with any written communications related to this page, if applicable. You can submit up to 4 files, only in jpg, jpeg or pdf format. File size must be between 2KB and 3MB.

00X111 SLT Signature Page.pdf **BROWSE**

CANCEL **SUBMIT**

ALL PREVIOUS SUBMISSIONS

FILE NAME	DATE SUBMITTED	SUBMITTED BY	ACTION
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Once the file you want to upload is listed, press the “Submit” button

Uploading an SLT Signature Page (cont.)

Once your upload is successful, you will see this notification.

SLT Signature Page Submission

NEW SUBMISSION

Scanned SLT Signature Page to the iPlan Portal along with any written communications related to this submission. You can submit up to 4 files, only in jpg, jpeg or pdf format. File size must be between 2KB and 3MB.

000011 SLT Signature Page.pdf **BROWSE**

Document uploaded successfully.

CANCEL **SUBMIT**

ALL PREVIOUS SUBMISSIONS

FILE NAME	DATE SUBMITTED	SUBMITTED BY	ACTION
2018_SLTSignaturePage_5-31-2018-11-34-13-AM_00X111 SLT Signature Page.pdf	5/31/2018 11:34:13 AM	iPlan@schools.nyc.gov	Delete

To view your uploaded document, click the **file name**.

To delete your uploaded document, click the **Delete**.

Contact Information



For technical assistance with iPlan, contact iplan@schools.nyc.gov.