
CHARTER SCHOOL CLAIM FORM INSTRUCTION BOOKLET

February 15, 2009

MASSACHUSETTS DEPARTMENT OF SECONDARY AND ELEMENTARY EDUCATION
75 PLEASANT
MALDEN, MASSACHUSETTS 02148

The following instruction booklet contains information on how to download and upload the February 15, 2009 Charter School Claim Form from the Department of Secondary and Elementary Education's (ESE) secure web portal, in addition to instructions for its completion. If questions arise, examples have been provided at the end of the booklet. If direct assistance is needed, please contact Hadley Cabral at telephone at (781) 338-6586 or hcabral@doe.mass.edu.

REPORTING DEADLINE

- **The February 15, 2009 Charter School Claim Form will be available for download from the ESE secure web server by February 3, 2009.**
- **The claim form must be completed and returned via upload to the ESE secure web server by 5:00 p.m. March 2, 2009.**


DROP BOX INSTRUCTIONS

The February 15, 2009 Charter School Claim Form is available for download in the Claim Form Drop Box on the ESE's secure web portal www4.doemass.org. To assist charter schools with this process, a step-by-step walkthrough is provided below.

ACCESSING THE DROP BOX

1. Open your web browser;
2. In the address area of the browser, type in "www4.doemass.org." The ESE Security Portal window will appear and the user will be forwarded to the login screen. Log in;

DOE Security Portal



UserName (case sensitive)

Password (case sensitive)

[login](#)

[Create ELAR Profile](#) | [Forgot User Name/Password](#)

Login allows access to secure Department of Education applications such as ELAR and MCDS. [More about the DOE Security Portal...](#)

- Once logged in you will be forwarded to the Welcome window. Press the “continue” button to access the drop box;

Welcome



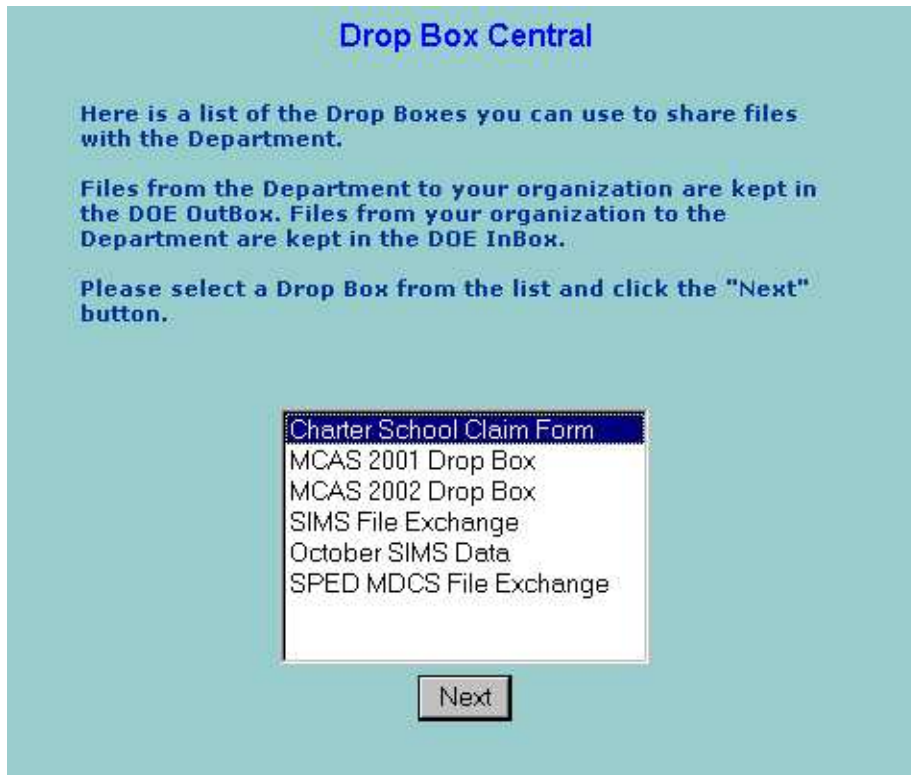
- You will be directed to a web page that lists the available applications; select “Drop Box Central;”

Personalized DOE Security Portal

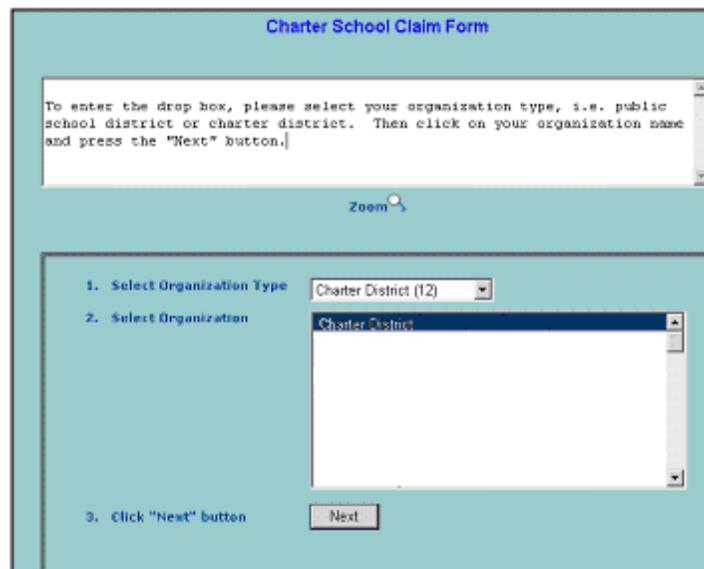
Welcome Hadley Cabral!
Last unsuccessful login: 2003-10-22 07:51:39.0



5. Select the “Charter School Claim Form” item and press the “Next” button;

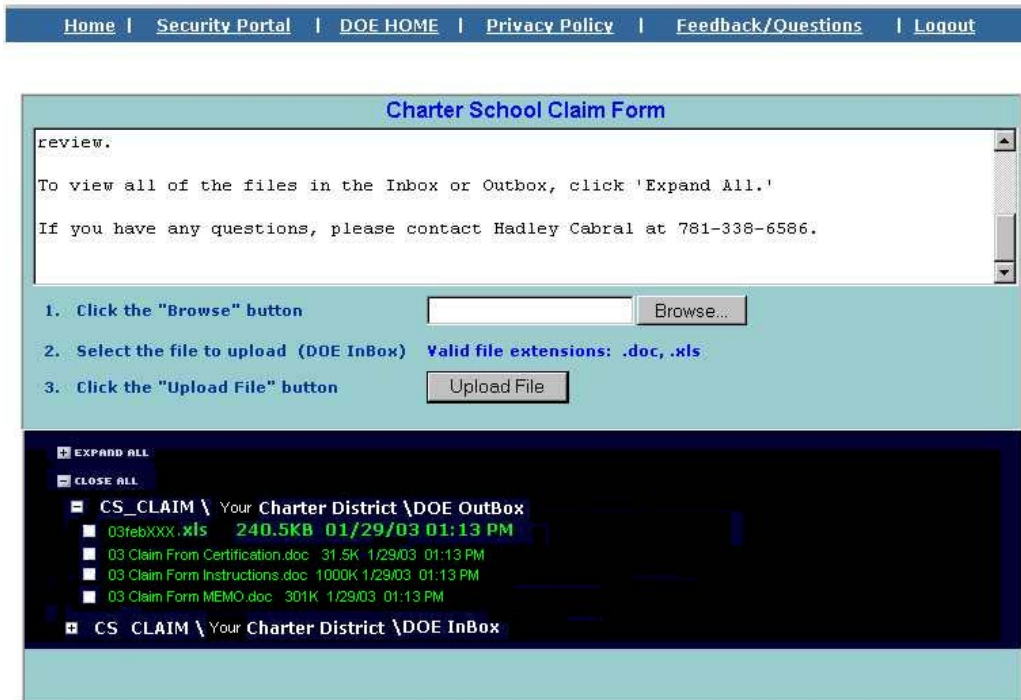


6. Select your organization type and name, then click on the “Next” button to enter the drop box;



7. You are now inside the drop box. This page has three sections. The top section contains a text box explaining the upload and download processes. Use the scroll bar to see the entire contents of the text box. The middle section, below the text box, contains the features needed for

uploading the completed claim form. The bottom section is where the files are located for you to download. If this section is expanded, you should see four files listed in the outbox: "09feb0xxx.xls" (where xxx equals the charter school's LEA), "09-FEB Claim Form Instructions.doc," "09-FEB Claim Form MEMO.doc," and "09-FEB Claim Form Certification.doc;"



- To begin the download process, place your mouse cursor over a file name until it changes color. Right-click your mouse. A small dialog box should appear. Select the option "Save Target As." Another dialog box should open that prompts you to save your file. Please make note of the name of the folder where you have chosen to save your file.

DO NOT work on your claim form on the web. If the internet connection or server access on either the charter school or the ESE's end fails you will LOSE all of the work completed since the last save.

- To upload the completed claim form to the ESE, click the "Browse" button directly below the text box, in the blue section of the page. A dialog box will open and prompt you to locate the file you wish to upload. Once you have selected the file, press the "Open" button and you will be returned to the web page. The location of your file should now be listed in the box to the left of the "Browse" button. You may now press the "Upload" button.

Once the file has been received in the Drop Box, a small dialog box will pop up which states "File Uploaded Successfully!" If you do not see your file listed in the In-Box, refresh your browser. The ESE will be notified via email that a file has been uploaded and is ready for review.

CLAIM FORM INSTRUCTIONS

The claim form has been populated with October 1, 2008 SIMS data. In addition to the elements extracted from the charter school's SIMS submission, additional fields have been populated where prior matching submission data is available.

PLEASE NOTE: The SIMS data provided constitutes students attending the school on October 1, 2008. However, the claim form MUST include any child that has been enrolled at any time since your official beginning date of the 2008-2009 school year to the present reporting date of February 16, 2009, as this information will be used in calculating a charter school's entire tuition payment for fiscal year 2009.

The following provides details on what type of information you should supply for each field.

GLOBAL SCHOOL INFORMATION:

In the top left-hand corner of the Excel spreadsheet you will provide the following data:

First Day of School FY09: Enter the first day of the 2008-2009 academic school year. If the charter school has different start dates for different grades, please select the "Comments" sheet and input the start date for each grade.

Scheduled Last Day of School FY09: Enter the scheduled last day of the 2008-2009 academic school year, prior to any adjustment for snow days. If the charter school has different end dates for different grades, please select the "Comments" sheet and input the end date for each grade.

Contact Person: Enter the name of the person who will be available if any questions should arise concerning the student data provided on the form.

Contact Telephone: Enter the phone number and extension number of the contact person.

Contact Email: Enter the email address of the contact person.

INDIVIDUAL STUDENT INFORMATION:

The following outlines the content to be provided in the 15 columns of the claim form.

LEA: The 3-digit lea code assigned to the charter school by the ESE. The ESE will populate this column with the October SIMS data.

SASID: The State Assigned Student Identifier for each pupil. The ESE will populate this column with October SIMS data.

Last Name: The last name of each student attending the charter during the current school year. The ESE will populate this column with October SIMS data.

First Name: The first name of each student attending the charter during the current school year. The ESE will populate this column with October SIMS data.

Street Address: Provide the street address for the pupil. The entry must contain a street name, a residence number, and an apartment number, where applicable. A PO Box address is NOT considered a valid address. Data submitted in a prior claim form will be provided for pupils where matching submission information is available. Please review the addresses provided carefully, making changes where necessary.

If a student resides at more than one address during the school year a separate row entry must be completed for the dates of residence at each address. This is required to accurately calculate tuition and transportation reimbursements. Please see Example #1 on page 8 for further details.

City/Town: The pupil’s city or town of residence is to be provided here. The ESE will populate this column with October SIMS data.

Prior School Name: For pupils in grades two through 12, provide the name of the school attended by the student at the end of the 2007-2008 school year. If the student was home-schooled, you may indicate this by typing “Home” in this field. Data submitted in a prior claim form will be provided for pupils where matching submission information is available.

For Pre-K, K and 1st graders, this column may be left blank.

Prior School Location: For pupils in grades two through 12, provide the name of the city/town where the school attended at the end of the school year 2007-2008 is located. If the student was home-schooled, you may indicate this by typing “Home” in this field. Data submitted in a prior claim form will be provided for pupils where matching submission information is available.

For Pre-K, K and 1st graders, this column may be left blank.

Public/Private/Home Schooled: In addition to the name and location of the school attended in the prior school year, information on the type of school is required. If the student attended a public school, please indicate this by entering an “X” in the PUB column. If the student attended a private school, or was home-schooled, enter an “X” or an “H,” respectively, in the PRIV column. Data submitted in a prior claim form will be provided for pupils where matching submission information is available.

Grade: Provide the student's current grade level. The code descriptions for this field are the same as the SIMS Data Element 16, detailed below. The ESE will populate this column with October SIMS data.

Code Descriptions:

01	Grade 1	08	Grade 8
02	Grade 2	09	Grade 9
03	Grade 3	10	Grade 10
04	Grade 4	11	Grade 11
05	Grade 5	12	Grade 12
06	Grade 6	PK	Pre-Kindergarten
07	Grade 7	KF	Full Time Kindergarten

Start Date: Using the mm/dd/yy format, please provide the calendar date the student enrolled at the school during the current school year. If the student left the school during the school year and returned at a later date, a row entry must be provided for each starting date. Please see Example #2 on page 8 for further details.

Leave Date: Using the mm/dd/yy format, please provide the calendar date the student left the school during the current school year. If the student is enrolled at the time of submission, the leave date must correspond with the official last day of school, as provided in the top left hand corner of the first page of the claim form. If the student has left the school and then returned at a later date, a row entry must be provided for each separate period of enrollment. Please see Example #2 on page 8 for further details.

Date of Birth: Using the mm/dd/yy format, please provide the student's date of birth. October 1 SIMS data will populate this column.

Local District Riders: The information provided in this field will determine the transportation reimbursement for local, in-district riders. If the Charter School does not incur costs to transport local pupils, this column should be left blank. Otherwise, please mark the field with an "X" if the student meets the following criteria:

- 1) The charter school currently pays to transport this pupil to and from school; **AND**
- 2) The student is eligible for transportation under the policy of the school district where the charter school is physically located.

EXAMPLES

The following examples are being provided to assist the person(s) completing this form with understanding how and when multiple row entries are required to indicate changes in a student’s information.

EXAMPLE (1) – A student’s residence changes during the year.

John Smith attends the Academy of the Pacific Rim. The Academy of the Pacific Rim’s school year runs from August 30, 2008 to June 12, 2009. On October 15, 2008 he and his family move to a new home. On February 1, 2009 he and his family move to a new apartment. For each address the pupil lives at, the dates of his attendance at the school, at each address, must be provided. This information is required for the calculation of tuition and transportation reimbursements.

LEA	SASID	Last Name	First Name	Street Address	City/Town	Prior School Name	Prior School Location	Pub	Priv	Grade	Start Date	Leave Date	Birth Date	Local Distr Riders
412	1234567899	Smith	John	1 Maple Lane	Boston	JFK Middle	Boston	X		9	08/30/08	10/14/08	01/01/93	X
412	1234567899	Smith	John	1 Elm Street	Boston	JFK Middle	Boston	X		9	10/15/08	01/31/09	01/01/93	X
412	1234567899	Smith	John	1 Oak Blvd #2	Boston	JFK Middle	Boston	X		9	02/01/09	06/12/09	01/01/93	

EXAMPLE (2) – A student leaves a charter school and then returns to the school at a later date during the school year.

John Smith attends the Academy of the Pacific Rim at the start of the school year. The Academy of the Pacific Rim’s school year runs from August 30, 2008 to June 12, 2009. On October 15, 2008 he leaves the charter school. On February 1, 2009 he returns to the Academy of the Pacific Rim to complete the school year.

LEA	SASID	Last Name	First Name	Street Address	City/Town	Prior School Name	Prior School Location	Pub	Priv	Grade	Start Date	Leave Date	Birth Date	Local Distr Riders
412	1234567899	Smith	John	1 Maple Lane	Boston	JFK Middle	Boston	X		9	08/30/08	10/15/08	01/01/93	X
412	1234567899	Smith	John	1 Maple Lane	Boston	East Boston HS	Boston	X		9	02/01/09	06/12/09	01/01/93	X