STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE

PATERSON INTERNAL AUDIT UNIT

REVIEW OF DISTRICT PROCESS FOR STUDENT REGISTRATION AND TRANSFERS

AUGUST 2017

Distribution List of Final Audit Report

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Paterson Public Schools

EXECUTIVE SUMMARY

The Paterson Internal Audit Unit has completed a review of the current procedures for student registration in the Paterson Public Schools (District). The review was conducted in response to the recent investigation into the Eastside High School (Eastside) basketball program which revealed serious irregularities involving students transferring into the District. The purpose of the review was to determine if the District's current procedures for registering new students who transferred into the District were adequate, to determine the cause of the irregularities noted in the Eastside investigation, and to make recommendations to prevent future irregularities.

The review determined the District's registration policies and procedures contained areas that were deficient, including an internal control weakness that contributed to the irregularities uncovered at Eastside.

As a result of the review, the following deficiencies were noted:

- Access to the Infinite Campus student registration module was not limited to appropriate current Office of Central Registration (OCR) staff members.

- The specific lists of documents required for a student to transfer into the District were not consistent among various District sources.

- The OCR does not follow-up with schools to ensure that requested transcripts and other required documents are received.

The remainder of this report details our findings and recommendation:

SCOPE

Beginning in February 2017, a series of news reports alleged various irregularities involving the Eastside basketball program and players who had transferred into the District. The alleged irregularities included improper transfer of students, altered documentation and inadequate living conditions for student athletes. In March 2017, former State Supreme Court Justice, John E. Wallace issued a report detailing his findings and recommendations in regard to the allegations. Currently, multiple federal and state agencies are investigating the Eastside basketball program including Immigration and Customs Enforcement (ICE), the Attorney General - New Jersey Division of Criminal Justice, the New Jersey Division of Child Protection and Permanency, and the New Jersey Interscholastic Athletic Association.

The Director of the Office of Fiscal Accountability and Compliance, requested the Paterson Internal Audit Unit conduct a review of the District's current procedures for student registration.

The scope of this review is limited to evaluating the District's current procedures and internal controls over the student registration process and making recommendations for improvements. This review did not include any additional investigation into the specific events involving the Eastside basketball program. The Paterson Internal Audit Unit will conduct a review of the Eastside basketball program upon completion of the investigation's by the agencies noted above. Our review included interviews with appropriate District staff, as well as a review of all available documentation related to the District registration process.

BACKGROUND

The registration of new and returning students in the District is the responsibility of the OCR. The OCR is comprised of a director and seven staff members and is located at 90 Delaware Avenue, Paterson. The Director of the OCR reported to the District School Business Administrator through April 2017. The Director of the OCR currently reports to the Executive Director of School Security. The OCR processes over 4,000 registrations annually. Once a student registers, registration documentation is forwarded to the student's receiving school.

A Standard Operating Procedure (SOP) for student registration (Attachment 1) details the current process for the registration of students who are entering the District. The SOP requires that all students who are transferring into the district must register at the OCR. Parents or Guardians are required to present the following documents at the time of registration:

1. District registration form (Attachment 2)

2. Two proofs of address

    Acceptable documents: Property tax bills, mortgages, signed letters from landlords, voter registrations, phone bills, permits, utility bills, court orders, bills, medical reports, lease agreements, house deed, driver's license or car registration, recent credit card bill, recent bank statement, employment documents, affidavits, and documents pertaining to military status or assignment.

3. Child's original Birth Certificate

4. Home Language Survey (Attachment 3)

5. Health Requirements

    - Child's immunization record
    - District approved examination form

There are some variations to the registration process under special circumstances, such as Homeless/Displaced Students, English Language Learners and Students with Disabilities.

Registration procedures/requirements are available to the public on the District web-site (Attachment 4), as well as through the Registration Information Document (Attachment 5) which is available at the OCR.

The OCR staff member processing the new student registration completes the Registration Checklist (Attachment 6) to ensure all required information is received. The OCR requests the student's transcript from the sending school be sent directly to the receiving school in the District. Upon submission of all required documentation, the student is entered into the District's student database system, Infinite Campus, and the student is assigned to a school in the District.

After registering at OCR, the student/family must report to the main office of the assigned school. The student is assigned a homeroom and sent to the Guidance Office. The guidance counselor reviews the student's transcripts, if available. The school scheduler creates a schedule for the student. The student's attendance is tracked by the school once the student begins attending. The principal of the school is responsible for verifying that the student begins attending school. If the student does not begin attending, the principal is required to conduct an investigation.

FINDINGS AND RECOMMENDATIONS

1. **Access to the Infinite Campus Program student registration module was not limited to appropriate current OCR staff members**

   The registration irregularities noted in the Eastside basketball program investigation were the result of a situation where the school secretary formerly worked in the OCR registering new students and retained access to the registration system, giving her the opportunity to log in and register students remotely without following required procedures. The District has indicated access has been removed from all unauthorized staff. The auditors have requested a report of staff currently with access to the Infinite Campus Program student registration module, as well as those staff members whose access has been terminated from the District. However, as of the date of this report the information has not been provided by the District.

   RECOMMENDATION:

   Only current authorized OCR staff should have access to the Infinite Campus Program student registration module. A process for removing access from employees when leaving the department should be established. The OCR staff should be prohibited and/or blocked from registering or dropping students remotely. A current schedule of staff members with access to the Infinite Campus Program student registration module should be provided to the auditors. The District is in the process of conducting a review of systems access for all District staff.

2. **The specific lists of documents required for a student to transfer into the District were not consistent among various District sources**

   The following documents were reviewed by auditors:

   - Standard Operating Procedures – Registration (Attachment 1)
   - District Web-site Registration Information (Attachment 4)
   - Student Registration Information Sheet (Attachment 5)
   - Registration Checklist (Attachment 6)
   - Student Registration Process Project (Attachment 7)

   The review noted the various District sources detailing the requirements to register a student were not always consistent. For example, the District web-site indicates that the last report card from the student's prior school is required for registration; however, the District's SOP on registration does not list the report card as a required document. See analysis (Attachment 8). This could lead to confusion to the parents/guardians and delays in registration.

   ## RECOMMENDATION:

   The auditors recommend that required documentation for a new student to transfer into the District be presented in a consistent and complete manner on all District sources. According to the Director of School Security, the registration procedures and documentation are currently being revised.

3. **The OCR does not follow-up with schools to ensure that requested transcripts and other required documents are received**

   When a new student registers in the District, the OCR requests transcripts from the student's sending school. The transcripts are to be sent directly to the student's new receiving school in the District. The OCR does not follow-up with the receiving school to ensure the transcripts were received. In addition, in certain instances parents are instructed to submit required registration documentation directly to the student's receiving school. The auditors noted the OCR does not follow-up on this procedure to ensure appropriate documentation was obtained by the receiving school.
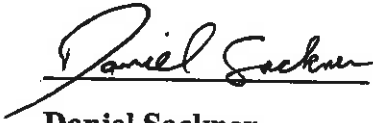
   ## RECOMMENDATION:

   The OCR should implement procedures to formally follow-up with the receiving schools to verify that all required registration documentation is received. According to the Director of School Security, the revised transfer procedures currently being drafted will

include a process for verification of receipt of required documents by the receiving school in the District.

Submitted by:

Daniel Sackner
Supervising Auditor

Approved by:

Steven Hoffmann
Director, State
Operated Audit Unit

Registration

I. Purpose:

To establish a standard operating procedure for registering students at the Department of Central Registration in Paterson Public Schools.

II. Procedure:

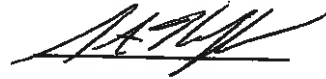A. All Pre-K through 12th grade **new** students must register for school at Central Registration located at 90 Delaware Ave. on the 1st floor.

B. Parents/Guardians must provide the following at the time of registration.

1. District registration form
2. A minimum of 2 of the following documents as **proof of address**:

   a.   Property tax bills, mortgages, signed letters from landlords, voter registrations, phone bill, permits, utility bills, court orders, bills, medical reports, lease agreement, house deed, landlord notarized statement of residency, driver's license or car registration, recent credit card bill, and/or recent bank statement employment documents, affidavits, and documents pertaining to military status or assignment.

   b.   Documents provided must be current and cannot be more than two months old.

3. Child's original Birth Certificate

4. Home Language Survey

5. Health Requirements

   a.   Child's immunization record

   b.   District approved physical examination form

III. Requirements:

A. Registration requirements

1. Child must be accompanied by their parent or legal guardian at registration
2. Child must reside in Paterson
3. Child must be 5 years of age on or before October 31st.
4. Individuals registering a child, other than the student's natural parent,

ATTACHMENT 1

V. McKinney-Vento Act- Homeless/Displaced Pupils

If a family/student is homeless as defined in The McKinney-Vento Homeless Act (PL100-77) and does not have documented proof of necessary documents or immunizations, the district will immediately admit such student and will refer the student and parent/guardian to the local liaison, Camille Easton at 973-321-0632.

VI. Student Transfers - Within the district:

At the end of the 1st marking period, student internal transfers will not be permitted unless approved by an Assistant Superintendent. If a parent moves after the first marking period, they must remain in their current school for the remainder of the year. They will be given the transfer to their new neighborhood school at the end of the school year.

Please adhere to the following process:

- Student transfers which may be due to hardship, extenuating circumstances, disciplinary hearings, court cases, custody related issues, HIB findings, must be approved by the Assistant Superintendents.

- If there is a hardship and the parent cannot transport the child to the current school, the parent must come to Central Registration, who will get approval from an Assistant Superintendent. Once the transfer is approved, the parent must go to the school the child is currently attending to obtain the transfer card.

VII. Questions/Concerns:

Please call Central Registration at 973-321-2501 with any questions or concerns.

NOTE: A district cannot deny a student enrollment or attendance based upon absence of a certified copy of a birth certificate or other proof of a student's identity, which state statute requires to be provided within 30 days of enrollment. Also, a district cannot deny enrollment or attendance because a student's prior educational record is not immediately produced, although the student may be subject to a change in educational placement after the district has received and assessed the student's educational record. A district may not deny a student enrollment in the district due to lack of student medical information. A school may, however, defer actual attendance of a student for not complying with immunization rules.

REGISTRATION FORM

Student ID#_____   Today's Date_____

Student Information

STUDENT'S NAME: _____

           First Name   *Middle Name*   *Last Name*

HOME ADDRESS: _____ HOME PHONE_____

          Street   *City*   *Zip Code*

DATE OF BIRTH: _____   SEX __M __F   PLACE OF BIRTH _____

        Month/day/year   *City*   *State*   *Country, if not USA*

Has the student ever attended a Paterson Public School? ___Yes ___No   Transferred from: _____

Parent/Legal Guardian Information

MOTHER/LEGAL GUARDIAN: _____DOB _____ ☐

(Please Circle One)   *First*   *Last*   *Resides with Child?*

HOME ADDRESS: _____CELL _____

          Street   *City*   *Zip Code*

FATHER/LEGAL GUARDIAN: _____DOB _____ ☐

(Please Circle One)   *First*   *Last*   *Resides with Child?*

HOME ADDRESS: _____CELL _____

          Street   *City*   *Zip Code*

PARENT EMAIL: _____

PERSON REGISTERING CHILD _____

Emergency Contacts

Name/Relationship	Address	Phone Number
1.		
2.		

LIST NAMES, SCHOOLS AND GRADES OF OTHER SIBLINGS ATTENDING ELEMENTARY OR HIGH SCHOOL:

1._____   3._____

2._____   4._____

Race/Ethnicity

Please check all that apply:

☐ American Indian/Alaskan   ☐ Hawaiian Native/Pacific Islander   ☐ Asian
☐ Hispanic   ☐ Black or African American   ☐ White/Caucasian
☐ Other_____

Language preferred for calls and letters from school? English ____ Spanish_____ Other_____

                                                                 Please specify

ATTACHMENT 2

PATERSON PUBLIC SCHOOLS

Division of Academic Services & Special Programs
Bilingual/ESL/World Languages Department
90 Delaware Avenue,   Paterson NJ 07503
Office: (973) 321-0895

Lourdes Garcia, Director
Bilingual/ESL/WL Department

Donnie W. Evans, Ed. D.
State District Superintendent

Home Language Survey
Pre-Kindergarten to 12ᵗʰ Grade

The Home Language Survey must be implemented during the registration process to be in compliance with state and federal mandates related to the Bilingual/ESL Program. The school secretary shall be responsible for the completion of the Home Language Survey in the presence of a parent or guardian during the registration process. Once it is completed, the information must be inputted into the Blacksmith Fusion System on the day of the student's registration. If the student speaks a language in addition to English he/she must be referred to a certified Bilingual or ESL teacher for the administration of the W-APT Test to determine if the student will receive Bilingual/ESL educational services.

Student's Name: _____ Grade: _____

Student's Date of Birth: _____ Student's Place of Birth: _____

School: _____ Age: _____ ID Number: _____

Telephone No. (   ) _____ Date of Interview: _____

	Spanish	English	Arabic	Bengali	Other - Specify:
1. What language(s) are spoken at home?					
2. What language(s) did your child first speak?					
3. What language(s) does your child most often use when speaking with friends or neighbors outside of the home?					

4. What is your relationship to the child? _____

5. What country is the child from? _____

6. When did your son/daughter enter the U.S.? _____
   Month   Day   Year

7. When did your child first attend school in the U.S.? _____
   Month   Day   Year

8. Where in the United States did student attend school? _____
   State   City   School Attended

Current Address: _____

_____   _____
Print Name of Guardian   Signature of Parent/Guardian

Prior to enrollment into Paterson Public Schools the following documents must be obtained from the previous school:

- Transfer card (original or copy) from transferring school
- Copy of Immunization Record - Please note: New students are required to have a physical exam. If you need a copy of this form or any other additional forms pertaining to the health office please click here
- Last report card/grades to date of leaving previous school
- 2 Proof of residence in Paterson
- Copy of custody arrangements (if applicable)
- Child Study Team/Special Services records (IEP) (if applicable)
- 504 Accommodations (if applicable)
- Birth Certificate
- Registration Form - click here The registration form can also be found in Spanish, Bengali and Arabic under the "Forms" tab
- Home Language Survey – English and Spanish click here

When all documents have been obtained, please contact Central Registration at 973-321-2501 for further information. Central Registration is located at 90 Delaware Ave and the office hours are 8:00am to 4:00pm Monday through Friday.

Transferring to another school

If a student moves to another school district, we request that the parent or guardian go to the school secretary to obtain a transfer card. The name and address of the new school and the new home address of the student is necessary. After all books are returned to teachers, teacher signatures obtained and obligations met, the student will be issued a transfer card, current grades, immunization records and standardized scores. Official school records will be forwarded to the new school upon written request by the receiving school.

ATTACHMENT 4

Lisa Vainieri-Marshall
Director of Student Assignment Services
Email: lvainieri@paterson.k12.nj.us

Donnie W. Evans, Ed. D.
State District Superintendent

Pre - Kindergarten through 12th Grade
Registration Information

Student Registration Requirements:

- Student must be accompanied by their parent or legal guardian, when registering.
- Student must reside in Paterson
- Student must be 3 years of age on or before October 31, 2017 to be enrolled in Pre- K
- Student must be 5 years of age on or before October 31, 2017 to be enrolled in Kindergarten
- Individuals registering a student, other than the student's natural parent, must provide legal proof of guardianship
- Call 973-321-2501 for further information

Mandatory Documents:

☐ **2 Proofs of Address:** Proof of address must be current, within 30 days.

1 Primary Document	1 Secondary Document
☐ PSE&G ☐ Cable bill ☐ Driver's license, State ID, or car registration ☐ Employee paystub ☐ Consulate ID ☐ Dated letter from the Board of Social Service	☐ House Deed ☐ Bank Statement ☐ Phone Bill ☐ Credit Card Bill ☐ **NOTARIZED** Lease Agreement by Landlord

☐ Student's immunization record
☐ Student's original birth certificate
☐ District approved physical examination form
☐ **Student must be present**
☐ Transfer, Transcripts or last Report Card (Grades 1 through 12)

"Our Children, Our Future"

ATTACHMENT 5

PATERSON PUBLIC SCHOOLS

OFFICE OF CENTRAL REGISTRATION
REGISTRATION CHECKLIST

Date Registered:

Home School: _____   Overflow School: _____

STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____

STUDENT ID: _____   GRADE: _____

D.O.B. _____   HOUSEHOLD NAME: _____

McKinney-Vento Applies   YES ☐ NO ☐

REGISTRATION DOCUMENTS	NURSE DOCUMENTS

REGISTRATION DOCUMENTS

_____ REGISTRATION FORM
_____ 2 PROOF OF ADDRESS
_____ BIRTH CERTIFICATE
_____ LANGUAGE SURVEY
_____ BILINGUAL/ESL SERVICES REQUIRED
_____ SPECIAL EDUCATION/I.E.P.
_____ LEGAL DOCUMENTS/ AFFIDAVIT
_____ TRANSFER CARD

TRANSCRIPT: ☐ RECEIVED ☐ REQUESTED
ENTRY CODE: _____

NURSE DOCUMENTS

_____ SEEN BY NURSE   _____ NOT SEEN BY NURSE

IMMUNIZATION RECORDS
_____ COMPLETE   _____ INCOMPLETE

IMMUNIZATIONS NEEDED

_____ DPT   _____ POLIO
_____ MMR   _____ VZV
_____ HBV   _____ HIB
_____ MCV   _____ DTAP
_____ PPD   _____ (OTHER)

PHYSICAL ON DISTRICT FORM : ☐ YES ☐ NO
DATE OF NEXT UPDATE: _____

REGISTAR NOTES

☐ COMPLETE   ☐ INCOMPLETE

NOTES:
_____
_____
_____

NURSE NOTES

☐ COMPLETE   ☐ INCOMPLETE

NOTES:
_____
_____
_____

Registrar's Name: _____   Nurse's Name: _____

COORDINATOR'S INITIALS   White Copy – School   ATTACHMENT 6   Yellow Copy – Central Registration

Special Circumstances

McKinney-Vento Act- Homeless/Displaced Pupils

- If a family/student is homeless as defined in The McKinney-Vento Homeless Act (PL100-77) and does not have documented proof of necessary documents or immunizations, the district will immediately admit such student and will refer the student and parent/guardian to the local liaison at 973-321-0632, to ensure that the student receives any and all necessary supports and services.

Identifying English Language Learners
Taking the Home Language Survey

- In general, the registration process is the same as a standard process.
- Every new student to PPS takes the Home Language Survey during registration at central registration. There are 3 questions on the survey.
- If the answer is not English, it triggers the need to be assessed for English language learning services.
- Principals are given two weeks to identify, assess, and start services.

Registration and Placement of Students with Disabilities

- In general, the registration process is the same as a standard process.
- If the parent indicates on the registration form that the student has an IEP, the central registration staff will ask regarding special circumstances or needs that the student will require at the receiving school.
- If the parent has brought the IEP with them, then the registrar will contact the Special Services Office to request assistance with reviewing the IEP and selecting an appropriate school placement for the student.
- If no Special Education representative is available at the time of registration, the registration staff will send an email to the special services department and the receiving principal notifying them that a student with special needs has been registered at the school.
- The parent is advised to request an Emergency PPT meeting and to make sure that they take the IEP documentation with them.

Division of Child Protection and Permanency (DCPP) acting as Guardian

- The registration process is the same as a standard registration, except DYFS is acting as the student's guardian.
- The DCPP Social Worker creates an educational stability letter.
- This document needs to be faxed by the Social Worker to the appropriate PPS contact.
- The educational stability letter states which district the student is to attend school. If the student's parent does not reside in Paterson, then Paterson will bill the district of residence.

Safety Transfers

- The parent, student, or Division of Child Protection and Permanency (DCPP) can initiate a safety transfer by going to the school based HIB specialist to file a report. The principal or the head of district security can also initiate a safety transfer if deemed necessary for the safety of a student victim.
- The HIB specialist conducts an investigation of the alleged complaint and circumstances.
- Formal documentation is provided to the central registration staff in order to initiate a transfer.

- The documentation includes any combination of the following: investigative report, police report, principal letter of documentation, parent statement.
- Once documentation is provided, the student is assigned a new school in the district.

Concerns:

The district cohort graduation rate can be affected by the registration process, the transfer process, when a student exits the district, or when a student just stops attending school.

The cohort graduation rate is defined as:

$$\frac{4\ Year\ Cohort\ Graduates\ in\ Year\ X}{[First\ Time\ 9th\ Graders\ in\ Year\ X-4]+[Transfers\ In]-[Verified\ Transfers\ Out]-[Excluded\ From\ Cohort]}$$

1) "Registration date" and "Enrollment date"

Current Process (Registration):
- Central Registration staff will complete full registration process.
- Upon student's physical arrival at school, the parent will provide the registration packet to the designated school registrar/secretary.

Current Process (Reporting):
- Attendance will begin the day the student physically arrives at school.
- IMS Data for NJ SMART Student Management Identification (SMID) numbers will reflect accurate enrollment date.

Issue:
- The State requires that the Registration Date be reported as the official date in which the district "claims" the newly registered student. This means that the registration date is the first day that the student shows up anywhere in the district and is entered into a system.

Proposal:
- The RAC is working with the state to see if adjustments can be made to requirements for registration.

2) Student registers for school but doesn't show at the school.
Issue:
- NJ School Register Code says that the receiving school/district must enroll the student upon receiving a transfer card from a sending school. If the student does not physically attend, the school is to count the student absent each day following registration, for up to 10 days.

Proposal:
- Registration is completed but not uploaded to NJSmart until the student attends one day of school after September 1.

JT Campbell

- Once the student attends school for one day after September 1st the principal or designee contacts IMS for them to upload the student information into NJ Smart.
- If the student does not attend then the registration information is not uploaded into NJSmart.

Conclusion:
- It is not feasible to delay uploading student info to NJ Smart.

3) **Seniors that register after April 15th cannot take the PARCC graduation requirement.**
   Issue:
   - Seniors that register after April 15th cannot take the PARCC assessment due to closure of the testing window. Therefore they will not qualify to graduate.

   Proposal:
   - Seniors that register after April 15th will be registered for Adult School unless they can show that they have already passed an assessment requirement for graduation.

   Conclusion:
   - We must admit any student that comes to register in our schools. However, efforts are made to divide incoming students between HS academies when possible.

4) **Student stops coming to school, but doesn't enroll into another school (exit codes/process)**
   Proposal:
   - The school and truancy office will investigate where the student is and why they stopped coming to school.

   Conclusion:
   - If the student does not return to school, the correct code must be entered based upon the results of the investigation.

5) **What reports are provided to principals?**
   - IMS will look into setting up a notification that principals will receive from Infinite Campus notifying them of any newly enrolled student.

6) **Alternative placements – HS Office (Nicole Payne) and central registration**
   - Students whose last school was an alternative school are referred to the HS Office for an alternative placement.
   - Students who are overaged and under-credited are also sometimes referred to the HS Office for an alternative placement.
   - Even if a student is in a PPS alternative school, they will count towards the PPS district graduation rate.

JT Campbell

PATERSON REVIEW OF REGISTRATION
SUMMARY OF REGISTRATION REQUIREMENTS BY DOCUMENT

	SOP ATTACHMENT 1	WEBSITE ATTACHMENT 4	REGISTRATION INFORMATION ATTACHMENT 5	REGISTRATION CHECKLIST ATTACHMENT 6	STUDENT REGISTRATION PROCESS PROJECT ATTACHMENT 7
REGISTRATION FORM	X	X		X	X
Two Proofs of Address	X	X	X	X	X
Childs Birth Cerificate	X	X	X	X	X
Home Language Survey	X	X		X	X
Immunization Record	X	X	X	X	X
District Approved Physical Exam	X	X	X	X	X
Transfer Card		X		X	
Last report card/grades/transcripts		X	X	X	
Custody arrangement (if applicable)		X		X	
Child Study Team - IEP (if applicable)		X		X	
504 Accomodation (if applicable)		X			
Parent Guardian Photo ID					X
Official Transcript					X

ATTACHMENT 8

PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

SCHOOL DISTRICT NAME _____ Paterson Public Schools _____ COUNTY _____ Passaic _____

TYPE OF EXAMINATION: _____ Review of District Process for Student Registration and Transfers _____

DATE OF BOARD MEETING: _____ Tuesday, September 5, 2017 _____

CONTACT PERSON _____ Lisa Vainieri-Marshall _____

TELEPHONE NUMBER _____ 973-321-0795 _____   FAX NUMBER _____ 973-321-2408 _____

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#1. Access to the Infinite Campus Program student registration module was not limited to appropriate current OCR staff members. *NOTE: The Paterson Public School District has a new Student Information System and has replaced Infinite Campus with Powerschool.*	1. After discussing the system rights and job functions for central registration staff and school secretaries, the Management Information Systems (MIS) department has decided to amend the rights given to school based staff. Since all new students are required to complete their initial registration at the central registration office, those staff will be the only individuals with the system rights to add a new student. School based secretaries will retain all other rights related to making updates for students that already exist in the system. 2. From time to time, a staff member in the office of central registration will transfer to another department or school. When that	Central Registration, along with MIS, will continuously monitor the rights of individuals that work part-time in OCR. MIS has secured system rights for individuals based on their roles and responsibilities in the school.	Jeron Campbell, James Smith and Lisa Vainieri-Marshall	August 2017

_____ 10/3/17
Chief School Administrator   Date

_____ _____
Board Secretary/Business Administrator   Date

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
	occurs, the Director of Central Registration should notify the MIS department of the person's transfer and the need to remove or adjust their system rights. 3. One of the NJDOE recommendations was to prohibit the Office of Central Registration staff from registering or dropping students remotely. Since the student information system is web based, this is not a possibility.			
#2. The specific lists of documents required for a student to transfer into the district were not consistent among various district sources.	1. Attachment #1 SOP is no longer the SOP. We are only going to use the Student registration Process Project created by Jeron Campbell (MIS, along with the OCR (attachment #7) 2. District website will be updated to include transcripts on documents needed 3. Student Registration Information sheet (attachment #5) is updated to include all necessary documents. 4. Registration Checklist (attachment #6) is updated to include 504 in order to be consistent with all other documents. 5. Student Registration Process Project (attachment #7) was updated to include all necessary documents needed.	All documents have been updated to reflect the same necessary requirements.	James Smith and Lisa Vainieri-Marshall	September 2017

Eileen Shafer   10/3/17
Chief School Administrator   Date

[signature]

Board Secretary/Business Administrator   Date

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#3. The OCR does not follow up with schools to ensure that requested transcripts and other documents are received.	1. School secretaries are to request any missing documents such as additional proofs of address. Official transcripts are initially requested from the OCR on the date of registration. High School Guidance Counselors also send a request when the students enter their building.	All registrars in OCR will include the transcript request form in the folder for the student to bring to the school.	Lisa Vainieri-Marshall, James Smith, Jeron Campbell & Pete Affinito	September 2017
	2. MIS will create a checkbox and a blank box for date transcripts are received in Powerschool. The OCR will check the box if student or OCR does not have the transcripts.	OCR will place a check in the box if transcripts were not received. Once the High School Guidance Counselor receives the transcripts, they will uncheck the box and place the date received in the box. A report will be run monthly to see who has not received transcripts.	Lisa Vainieri-Marshall, James Smith, Jeron Campbell & Pete Affinito	September 2017

Eileen Shyu
Chief School Administrator

10/3/17
Date

[signature]
Board Secretary/Business Administrator

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Date