



**Department of  
Education**

**OFFICE OF NONPUBLIC SCHOOLS**

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**M E M O R A N D U M**

**To:** Nonpublic School Principals  
**From:** Eric Lynn, Field Support Specialist  
**Re:** Title IIA SBL Courses, Spring 2021  
**Date:** October 19, 2020

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The New York City Department of Education, Office of Nonpublic Schools, is offering graduate courses in administration and supervision through the colleges and universities listed in this catalog. Participants may enroll in a degree program leading to New York State certification as a School Building Leader. The *Every Student Succeeds Act (ESSA)*, 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. **Please note that you should not request enrollments if you are planning to leave the non-public school or are moving to a different non-public school, as you may not be eligible to use Title IIA funds from your current school. You must notify the Title IIA office immediately at [elynn@schools.nyc.gov](mailto:elynn@schools.nyc.gov) if your employment status/location changes.**

**NOTE: Confirmations given for Spring 2021 SBL enrollments will be contingent upon the availability of active contracts with each college/university.**

**Procedures for Requesting Enrollment: Applicants**

Requesting enrollments for Spring 2021 SBL courses will take place ***online beginning the week of October 19, 2020 and will end on Friday, November 6, 2020 at 3:00 PM.*** Please note that this deadline is for requesting an enrollment as well as having the request 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.

To request enrollments for courses login to the website at:

**[www.protraxx.com](http://www.protraxx.com)**

Directions for requesting graduate courses can be found below.

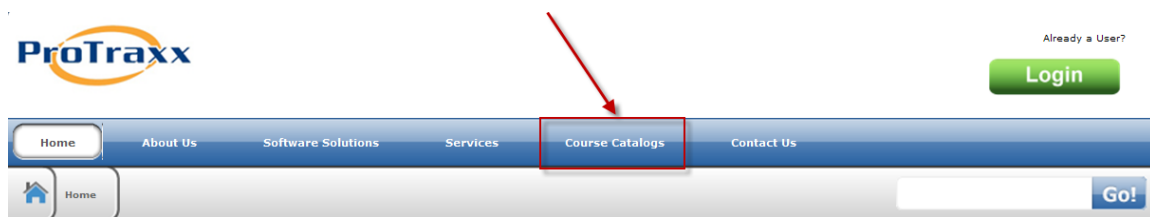
Due to the availability of Title IIA funds for this initiative, a limited number of participants will be permitted to participate in the program.

Participants will be permitted to register for a maximum of 2 courses. **Only those participants who have been accepted and confirmed 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.

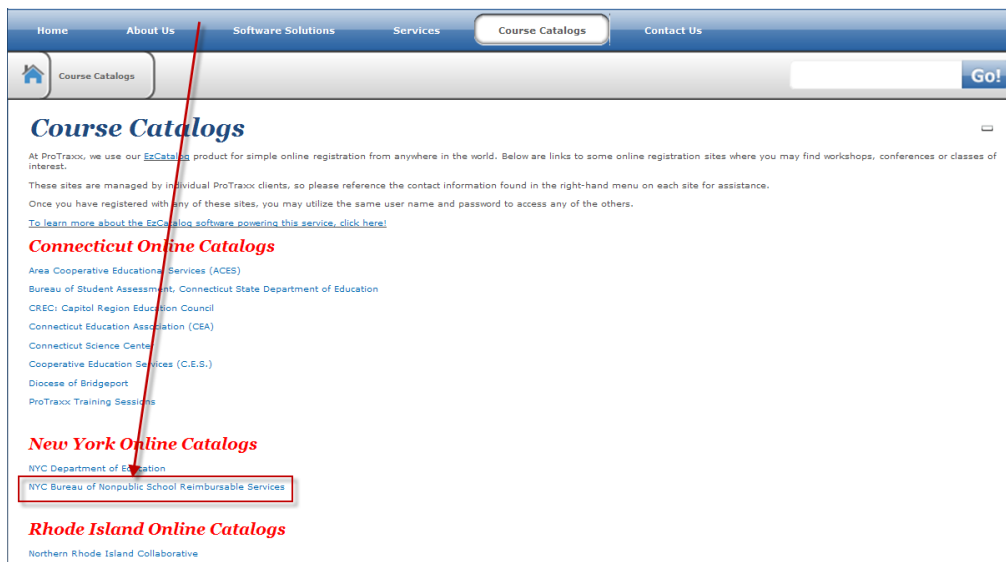
## **HOW TO NAVIGATE THE PROTRAXX SYSTEM**

### **ENROLLING**

1. Log on to [www.protraxx.com](http://www.protraxx.com).
2. Click on the *Course Catalogs* button which can be found in the blue bar at the top of the page.



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* at the bottom of the page to enter registration information.
- Once you have created a registration you may precede with registered user instructions.

### **REGISTERED USER**

- At the bottom of the page, 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 course you wish to enroll in.

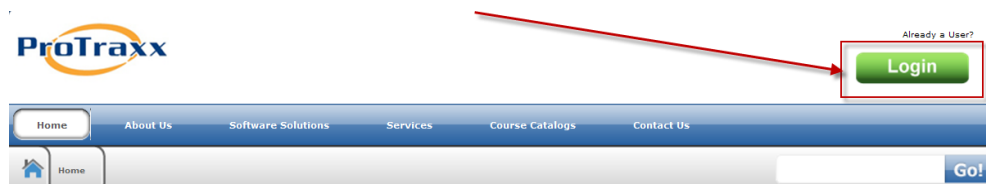
### **STATUS**

**You may check the status of your course 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.

### **Affirmation Procedures: Principals**

Your principal/administrator must affirm your request for enrollment by logging on to [www.protraxx.com](http://www.protraxx.com) by clicking "Login" button at the top right hand side of the page.



Login with the school's assigned username and password. **USE PREVIOUSLY ASSIGNED USERNAME AND PASSWORD.** Once logged in, click on the "Affirm Enrollments" button on the left hand side of the screen. Click on the "Affirm Enrollments" link that appears below the button. A list of enrollments will appear. Click on the box next to each enrollment to be affirmed. From the pull down menu at the top of the page, select the reason for affirming the enrollment(s). Click on the "Affirm Enrollment" button at the top of the page.

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

Name/Title  
School/BEDS code

**PLEASE NOTE: PRINCIPAL AFFIRMATION DOES NOT GUARANTEE CONFIRMATION OF YOUR ENROLLMENT. FINAL CONFIRMATION COMES FROM THE OFFICE OF NONPUBLIC SCHOOLS (TITLE IIA) IN THE FORM OF AN EMAIL THAT IS SENT THROUGH PROTRAXX. THIS OCCURS WITHIN APPROXIMATELY 2 WEEKS AFTER THE CLOSE OF ENROLLMENT ON PROTRAXX.**

**Only those participants who have been accepted will receive notification, via email, confirming their registration in a Title IIA SBL course. It is the participant's responsibility to contact the Title IIA office prior to the beginning of a class in the event that an email is not received regarding the status of their enrollment request.**

**Missing a course as a result of not knowing your request was confirmed may lead to your being prohibited from taking Title IIA Courses/Workshops for 1 year.**

### **Title IIA Cancellation Policy**

It is expected that anyone with a confirmed enrollment for a course 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:**

You **must** follow all the following procedures if you need to withdraw from a class after the beginning date. Withdrawing after the beginning of a 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 the **upcoming year**. In order to withdraw from a course after the start date, please follow **all** the instructions below. Please note that after the beginning of a course, you will not be able to withdraw on protraxx.

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 [elynn@schools.nyc.gov](mailto:elynn@schools.nyc.gov) with the same information sent to the college/university.

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

If you have any questions please email Eric Lynn at [elynn@schools.nyc.gov](mailto:elynn@schools.nyc.gov).

Thank you for your cooperation.