



2023-03-10

To: Education, Department of (DOE)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2023-03-10. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** Annual Report on Guidance Counselors and Social Workers

**Report Description:** Report of information regarding guidance counselors and social workers for the current school year. Such report shall include, but not be limited to: (i) the number of full and part-time guidance counselors and social workers in each school, (ii) the guidance counselor and social worker to student ratio in each school, (iii) whether the guidance counselor or social worker is providing counseling assistance to more than one school, (iv) the number of guidance counselors and social workers who provide counseling services as mandated by an IEP as of December 15 of the current school year, (v) the number of staff in each school who received professional development or training in postsecondary planning as of the prior school year, and (vi) the number of licensed and certified bilingual guidance counselors and social workers in each school. Such report shall also include the number of guidance counselors and social workers in the absent teacher reserve pool for grades seven through twelve, and information regarding any guidance memorandums issued by the department regarding college preparedness. Such report shall include demographic information for students in each school, including, but

not limited to race, ethnicity, English language learner status, special education status, and the percentage of students eligible for free and reduced price lunch pursuant to guidelines promulgated by the United States department of agriculture.

**Reporting Frequency:** Every 1 Year

**Report Due Date:** 2023-02-15

**Authorizing Resource (Charter and Code):** New York City Administrative Code Title 21-a, Section 952

**Authorizing Resource (Local Law):** LL 56/2014