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September 28, 2021

To: District Superintendents of BOCES  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

From: Kathleen R. DeCataldo

Subject: Report of School Closure and Report of School Re-Opening 2021-22 School Year

### **Report of School Closure**

Pursuant to Education Law §215 and [Commissioner's Regulation 155.17\(f\)](#), each superintendent of a school district, every board of cooperative educational services (BOCES), county vocational education and extension board, the Chancellor of the City School District of the City of New York, and each charter school leader shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated resulting in the closure of a school building, and shall provide such information as the Commissioner may require using the *Report of School Closure*.<sup>1</sup>

For the 2021-22 school year, notification must also be provided to the Commissioner for snow emergency days, including those days converted to remote instruction under the [2021-22 snow day pilot extension](#).<sup>2</sup>

This reporting requirement includes, but is not limited to:

- Closure due to threat of violence or harm to the school or school community;
- Closure due to a water main break;
- Closure due to a pandemic; and/or
- Closure due to extraordinary adverse weather conditions.

### **Report of School Re-Opening**

When it is determined that it is safe to re-open a school building after an emergency closure each superintendent of a school district, every board of cooperative educational services (BOCES), county vocational education and extension board, the Chancellor of the City School

<sup>1</sup> Charter schools are required to meet these requirements pursuant to Education Law §§2853(2), 2854(1)(b) and Commissioner's Regulation 155.17.

<sup>2</sup> For information on the 2020-21 Snow Pilot and reporting please see the January 6, 2021 memo [Reporting Snow Days in School Year 2020-21 Using the Report of School Closure and Report of School Re-Opening](#)

District of the City of New York, and each charter school leader shall notify the Commissioner via the NYSED *Report of School Re-Opening*. The [snow day pilot](#) requires that the Chief Executive Officer (CEO) of the aforementioned entity report when snow emergency days are converted to remote instruction using question #4 of the NYSED *Report of School Re-Opening* which collects the location and means of instruction, if any, that occurred during an emergency closure.

### **Accessing and Submitting Reports**

The *Report of School Closure* and the *Report of School Re-Opening* are available in the SED Monitoring and Vendor Support System application via the NYSED Business portal. More information on the reports, and how to access them, is provided in Attachment A.

If you have questions about the *Report of School Closure* or *Report of School Re-Opening*, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

Please note that these reports are intended to provide immediate notification to the Commissioner regarding an emergency closure and subsequent reopening. Each reporting entity will additionally be required to submit information via the calendar the entity completes for state aid purposes. All closures during the 2021-22 school year will need to be accurately reflected on the 2021-22 calendar spreadsheet that the reporting entity will be required to submit in September 2022 as a part of its SAMS Form A submission. For additional questions on the spreadsheet and SAMS process, please contact [180days@nysed.gov](mailto:180days@nysed.gov).

## **Attachment A**

Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building-level school safety plan resulting in the closure of a school building pursuant to Commissioner's Regulation 155.17(f)

The **Report of School Closure** form must be submitted by the Chief Executive Officer<sup>1</sup> of each **LEA (school district, BOCES, or charter school)** using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the "Log In" button;
3. Enter your existing SEDDAS username and password;
4. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
5. Click the link for "School Closure;"
6. In the inbox, CEO's will see the "**Report of School Closure**" form, which requests the following information:
  - *school(s) that were closed*
  - *the date of closure and anticipated duration of closure (if known)*
  - *the reason for closure, including any relevant documents, such as a closure order from a county Department of Health*
  - *date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)*

When it is determined it is safe to re-open the school(s), the **Report of School Re-Opening** form must be submitted by the **Chief Executive Officer of each LEA (school district, BOCES, or charter school)** using the following steps

1. Go to the [NYSED Business Portal](#);
2. Click on the "Log In" button;
3. Enter your existing SEDDAS username and password;
4. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
5. Click the link for "School Closure;"
6. In the inbox, CEO's will see the "**Report of School Re-Opening**" form which requests the following information:
  - *school(s) that were closed*
  - *the dates of closure and re-opening*
  - *the reason for closure*
  - *describe how remote learning was provided during the period of closure*
  - *a description of re-opening procedures*

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov). If you have questions about the information to be reported related to school closure, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

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<sup>1</sup> The Chief Executive Officer (CEO) of each public school district, charter school, and BOCES, as recorded in [SEDREF](#), has been entitled to enter information into SED Monitoring and the School Closure electronic application in SEDDAS. If the CEO information in SEDREF is incorrect, the entity must update it by following the instructions [here](#).