



# NYSED UPDATES

As of September 2020

# Reporting Summer School

- Summer School program records cannot start before 7/1/2020
- All students participating in summer school programs must be reported with a Program Service Code for summer school participation.
- A Student Class Grade Detail Record must be reported only for those students who take a course to make up an incomplete or failed course and/or those who earn graduation credit or a final grade that needs to go on their transcript and the Credit Recovery Code field on the record must be identified as "yes."
- See Pg. 64-65 in the SIRS manual for more information

# Reporting State of Emergency Days for State Aid

- **“Extraordinary Condition” Day Waivers (SAMS Schedule A-8)**
  - *Prior to the 2019-20 school year, no special consideration was given to days of session that a school or school district was closed due to a state- or locally-declared state of emergency*
  - *New Waiver Provision Under Chapter 605 of the Laws of 2019*
- The chief executive of any county, city, town, or village may issue a local state of emergency declaration “in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government” (Executive Law §24(1)).

# Reporting State of Emergency Days for State Aid (Cont.)

- **School District and State Education Department Confirmation of Properly Executed Declarations**
- **State-level Declarations:** When reporting a non-COVID-19 closure based on a state-level declaration, SED will independently confirm all states of emergency issued by the Governor
- **County-level Declarations:** SED will also independently confirm all states of emergency declarations issued by the chief executive of the counties
- **City, Town, and Village Declarations:** If a local declaration is issued by the city, town, or village in which the school district is located, the school district must receive a written confirmation from such chief executive, and report the day and supporting documentation to their BOCES District Superintendent (non-component districts will report directly to the Office of State Aid)



OFFICE OF EDUCATION FINANCE, EB139  
E-mail: 180days@nysed.gov

August 2020

**TO:** School District Superintendents  
School District State Aid Designees  
BOCES District Superintendents

**FROM:** Brian S. Cechnicki, Director of Education Finance *B. Cechnicki*

**RE:** 180-Day Requirement Compliance in the 2019-20 School Year

This memorandum provides additional information to school district officials about changes to the minimum instructional time requirement pursuant to Chapter 605 of the Laws of 2019, Chapter 107 of the Laws of 2020, and Commissioner's Regulations §175.5, including instructions for reporting days and minimum instructional hours for the 2019-20 school year to the Office of State Aid.

**Session Day Waivers Pursuant to Education Law §3604 as amended by Chapter 605 of the Laws of 2019 (Emergency Closures Prior to the COVID-19 Closures)**

**“Extraordinary Condition” Day Waivers (SAMS Schedule A-8)**

Prior to the 2019-20 school year, no special consideration was given to days of session that a school or school district was closed due to a state- or locally-declared state of emergency. Such days followed the district's regular snow day protocol and was subject to the 180-day minimum. Pursuant to Education Law §3604(7), the commissioner may provide a waiver of up to five days if one or more schools of the district were not in session for 180 days because of:

- extraordinarily adverse weather conditions;
- impairment of heating facilities;
- insufficiency of water supply;
- shortage of fuel, lack of electricity;
- natural gas leakage;
- unacceptable levels of chemical substances;
- a credible threat to student safety as reasonably determined by a lead school official; or
- the destruction of a school building either in whole or in part;

provided that the district could not make up the days by using (1) for the secondary grades all scheduled vacation days which occur prior to the first scheduled regents examination day in June, and (2) for the elementary grades all scheduled vacation days which occur prior to the last scheduled Regents examination day in June.

**New Waiver Provision Under Chapter 605 of the Laws of 2019**

Pursuant to Chapter 605, for days of session that were cancelled due to a properly executive state- or locally-declared state of emergency other than COVID-19, districts may receive a waiver from the 180-day and minimum instructional hour requirement for session days. The following sections detail the designation criteria for such states of emergency.

## Events Considered to be a State of Emergency

### Local Emergencies

The chief executive of any county, city, town, or village may issue a local state of emergency declaration “in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government” (Executive Law §24(1)).

Such declarations may cover multiple situations, but the most likely contingencies that will impact the ability of schools to remain open are likely to be declarations that

- Establish a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
- Designate specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- Regulate and close places of amusement and assembly; and
- Prohibit and control of the presence of persons on public streets and places.

Only the chief executive of the appropriate municipality may issue a declaration. Only formally issued declarations by the chief executive will be considered eligible for the instructional requirement waiver under this guidance.

### State Emergencies

The governor, of his or her own volition and/or at the request of municipal chief executives, may also issue a state declaration of disaster emergency, following the same procedures as outlined above for local emergencies.

*Schools that close for the above reasons may still claim the session day and instructional hours that had previously been scheduled prior to the declaration of the emergency, consistent with the procedure outlined below.*

## School District and State Education Department Confirmation of Properly Executed Declarations

In order to facilitate the validation of properly executed states of emergency under Article 2-B of the Executive Law, the State Education Department will undertake the following procedures:

- **State-level Declarations:** When reporting a non-COVID-19 closure based on a state-level declaration, SED will independently confirm all states of emergency issued by the Governor.
- **County-level Declarations:** SED will also independently confirm all states of emergency declarations issued by the chief executive of the counties.
- **City, Town, and Village Declarations:** If a local declaration is issued by the city, town, or village in which the school district is located, the school district must receive a written confirmation from such chief executive, and report the day and supporting documentation

to their BOCES District Superintendent (non-component districts will report directly to the Office of State Aid).

### **Determinations of Local Declaration Jurisdictions**

School districts that have overlapping boundaries with multiple counties, cities, towns, or villages may close a school, multiple schools, or the whole district if states of emergency have been declared in some, but not all of the overlapping municipalities. Such closures, even in the parts of the school district not covered by the state of emergency, may be claimed under this waiver provision.

### **Reporting Properly Declared States of Emergency to the Office of State Aid**

As detailed in a memorandum on March 6, 2020<sup>1</sup>, school districts must report the closure of any school building to the Department. Such notification procedure will continue beyond the end of the COVID-19 crisis.

In reporting calendars and session days impacted by non-COVID-19 states of emergency, school districts must use the following procedure:

- **For the calendar spreadsheet (Column J):** enter “State Emergency”, “County Emergency”, or “Local Emergency” in the “Notes” column of the model calendar spreadsheet. The hour calculation for that day may be maintained as if the day occurred as previously schedule (e.g. a previously scheduled half day may only be reported as a half day, etc.). For “Local Emergency” entries, verify that you have supporting documentation confirming the emergency declaration available for additional submission to the Office of State Aid.
- **For reporting in SAMS (Schedule A-8):** the application for both **non-COVID-19** state of emergency declaration days and **non-COVID-19** extraordinary condition days in the 2019-20 school year will be made via the 2020-21 SAMS Schedule A-8 in September 2020. Further information on this form will be available when 2020-21 SAMS is opened.

### **COVID-19 Session Day Waivers for the 2019-20 School Year (Pursuant to Chapter 107 of the Laws of 2020)**

Chapter 107 of the Laws of 2020 waives the foundation aid penalty for any day or days in the 2019-20 school year on which session had been previously scheduled but the chancellor of the city school district of the city of New York or the superintendent of a district closed the school or schools due to a determination by the chancellor or superintendent that it was in the best interest of public health or safety of the school district to close the school or schools in response to the novel coronavirus, COVID-19.

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<sup>1</sup> Available here: <http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-notification-school-building-closure.pdf>

## **Reporting COVID-19-Related Closures to the Office of State Aid**

In reporting calendars and session days impacted by COVID-19-related Executive Orders, school districts must use the following procedure:

- **For the calendar spreadsheet (Column J):** For each day the school and/or district was closed due to COVID-19 in the 2019-20 school year, enter “COVID-19 Closure” in the “Notes” column of the model calendar spreadsheet. The hour calculation for that day may be maintained as if the day occurred as previously scheduled (e.g. a previously scheduled half day may only be reported as a half day, etc.), provided that the calculation for June Regents examination days no longer applies as the exams were cancelled. If a COVID-19 closure session day applied on a previously scheduled Regents examination day, choose the appropriate selection in the notes column.
- **For reporting in SAMS (Schedules A-2 and A-4):** For each day during the COVID-19 closures beginning in March 2020, during which time remote continuity of learning was provided, school districts should use the average daily aggregate attendance counts from the preceding days of the school year from September 2019 through March 2020.

## **COVID-19 Minimum Instructional Time Waivers**

For the 2019-20 and 2020-21 school years, school districts may apply for a waiver from the minimum instructional hour requirement if, as a result of an Executive Order(s) of the Governor pursuant to the State of emergency declared for the COVID-19 crisis, or pursuant to Education Law 11 §3604(8), as amended by Chapter 107 of the Laws of 2020, or reopening procedures implemented as a result of the COVID-19 crisis, the district is unable to meet the requirement in either or both school years.

School districts seeking a waiver from the minimum instructional hour requirement pursuant to Commissioner's Regulation §175.5(1) must complete two questions.

Waiver applications will be for the 2019-20 and 2020-21 school years only. Waiver approval is contingent on the following conditions:

- Does the Superintendent request a waiver from the minimal instructional hour requirement pursuant to Commissioner's Regulations §175.5 for the 2019-20 and 2020-21 school years? [Yes; No; N/A - Both 2019-20 and 2020-21 already covered by 2019 Approved Waiver]
- Describe the challenge that prevented the school district from complying with the minimum instructional hour requirement in the 2019-20 school year and the anticipated challenges in the 2020-21 school year (maximum of 2,000 characters).



# 2019-20 June & August Regents Reporting

- Districts must report a Standard Achieved Code of “86” with the course of study in which the student earned credit. No other Standard Achieved Code may be used to report these exemptions.
- Student transcripts should reflect the examination name and a score of “E” for exempt for those students meeting the eligibility requirements for such exemption outlined in the April 7 and/or the May 26, 2020 updated guidance from the Department.
- Regents exam data will not show up on the 2019-20 Report Card and further guidance on accountability is forthcoming from NYSED.

## **COVID-19 SIRS Reporting of June and August 2020 Regents Exemptions Frequently Asked Questions (FAQ)**

### **Q1. How will exemptions to the Regents exams impact the ELA and Math Participation Rate calculations?**

A1. Guidance will be forthcoming.

### **Q2. How will the exemptions impact grades 7 and 8 students?**

A2. As indicated in the Regents Examination and Graduation Requirements Questions Related to COVID -19 Closure ([FAQ](#)) revised May 26, 2020, any student in grade 8 enrolled in a science or math course culminating in a Regents examination who has met the standards assessed in the provided coursework by the scheduled date of the June 2020 or August 2020 Regents Examination shall be granted an exemption from the examination and shall be granted the applicable diploma credit.

A student in grade 7 enrolled in a Regents level course who has met the standards assessed in the provided coursework by the scheduled date of the June 2020 or August 2020 Regents Examination is eligible for an exemption of the culminating Regents Exam. While this student is not eligible for diploma credit as they are not yet in grade 8, the student is considered exempt from the assessment for the purpose of fulfilling an assessment requirement.

Reporting of Regents exemptions for these students would be done in the same way as you would for a student in any other grade.

### **Q3. How do I report an approved June or August 2020 Regents Examination or approved alternative exemption?**

A3. You must report a **Standard Achieved Code of "86"** with the course of study in which the student earned credit. No other Standard Achieved Code may be used to report these exemptions.

### **Q4. What do I put on the Students' Transcripts for examinations for which was granted an exemption?**

A4. Student transcripts should reflect the examination name and a score of "E" for exempt for those students meeting the eligibility requirements for such exemption outlined in the April 7 and/or the May 26, 2020 updated guidance from the Department.

**Q5. Why are no Annual Regents Examination data in the 2019-20 New York State Report Card?**

**A5.** In accordance with the USED-approved waiver, States do not have to report assessment data in their 2019-20 Report Cards.

**Q6. Why are no Total Cohort Regents Examination data reported in the 2019-20 New York State Report Card?**

**A6.** In accordance with the USED-approved waiver, States do not have to report assessment data in their 2019-20 Report Cards.

**Q7. How will Accountability reporting be impacted in 2020-21?**

**A7.** Guidance on future reporting will be forthcoming.

# Reporting Primary Delivery Method

## Primary Instruction Delivery Method Codes

(Course Instructor Assignment, Field 16)

Code	Method	Description
FACE	Face-to-Face	Course is delivered in the traditional classroom setting.
DISTANCE	Distance Learning	Course is delivered via Distance Learning (videoconferencing) technology, primarily or completely in a synchronous manner (i.e. students at multiple locations are engaged in instruction at the same time).
BLENDED	Blended Learning	Course is delivered at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
ONLINE	Online Learning	Course (instruction and content) are delivered over the Internet.

**Note:** If the initial course instruction delivery method has changed due to a public health event or other unforeseen circumstance, it is not required that the reported delivery method be changed. For example, if a course was developed to be delivered as a Face-to-Face course, the district, BOCES, or charter school would not have to change the method to distance learning because students would be receiving the instruction from home.

# 2020 AP/IB Fee Waiver Program

- The 2020-21 Enacted Budget included a \$5.8 million appropriation for the reimbursement of 2020 AP and IB examination fee subsidies for low-income students
  - *the State Education Department has not received authorization to make these funds available to schools.*



**TO:** AP/IB Coordinators

**FROM:** Office of Curriculum and Instruction

**RE:** 2020 Advanced Placement (AP) and International Baccalaureate (IB) Exam Fee Waiver Program

**DATE:** June 22, 2020

Dear Coordinators of AP and IB Programs:

The COVID-19 outbreak has had a profound impact on the way we educate our students. The New York State Education Department (NYSED or the Department) recognizes and applauds the extraordinary work being done every day by New York's educators to address the learning needs of all students.

In the wake of the COVID-19 and as a part of the New York State's Division of Budget spending controls, State Agencies have been ordered to cease the initiation of new contracts or purchase orders for all but essential items and services necessary to protect the health, safety and security of employees and citizens, and to ensure the continuation of high priority operations and services.

While the 2020-21 Enacted Budget included a \$5.8 million appropriation for the reimbursement of 2020 AP and IB examination fee subsidies for low-income students, the State Education Department has not received authorization to make these funds available to schools. We will provide new information as we receive it.

Additional questions may be directed to Office of Curriculum and Instruction via email to [emscurric@nysed.gov](mailto:emscurric@nysed.gov) or via telephone at (518) 474-5922.

# 2019-20 School Year Annual Professional Performance Review (APPR) Update Executive Order 202.39


- The Executive Order waives:
  - *all APPR requirements for school districts and BOCES under Education Law §3012-d and Regents Rules 30-3 for the 2019-20 school year*
  - *deadlines related to finalizing APPR plans*
  - *making material changes to approved plans*
  - *certifying full and complete implementation of approved plans*
  - *reporting Staff Evaluation data*



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

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New York State Education Department  
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Office: (518) 486-2573  
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To: District Superintendents of BOCES  
Superintendents of Public Schools

From: Alexander Trikalinos 

Date: June 18, 2020

RE: 2019-20 School Year Annual Professional Performance Review (APPR) Update

On June 7, 2020, Governor Andrew Cuomo issued Executive Order 202.39, which, in part, exempts school districts and BOCES from the requirement that all classroom teachers and building principals have a completed annual professional performance review (APPR) for the 2019-20 school year due to the state of emergency related to COVID-19.

In effect, the Executive Order waives all APPR requirements for school districts and BOCES under Education Law §3012-d and Regents Rules 30-3 for the 2019-20 school year, including completion of any and all components of approved APPR plans, as well as deadlines related to finalizing APPR plans, making material changes to approved plans, and certifying full and complete implementation of approved plans.

Staff evaluation data submission requirements are also waived for the 2019-20 school year. LEAs are not required to distribute 2019-20 staff evaluation scores and ratings to educators and are not required to submit such data to the Department.

Related to tenure granting, Executive Order 202.39 also waives the requirements of §§2509, 2573, 3012 and 3014 of the Education Law, to the extent necessary to allow a board of education or the trustees of a common school district, only upon specific agreement, to appoint on tenure those classroom teachers and building principals recommended by the superintendent of schools who are in the final year of the probationary period, have received the previous requisite annual professional performance review ratings pursuant to §3012-d of the education law and would have been in their discretion qualified for appointment on tenure based upon past performance, notwithstanding that their annual professional performance review had not been completed and they had not received the necessary effectiveness rating for the 2019-20 school year, or to allow such board of education or trustees of a common school district to extend such determination for an additional year.

Any questions related to this memorandum should be directed to the Office of Educator Quality and Professional Development (OEQPD) by e-mail at [educatoreval@nysed.gov](mailto:educatoreval@nysed.gov).



# Providing Over-Age Students the Opportunity to Return to School in the 2020-21 School Year Due to the COVID-19 Pandemic


- The Board of Regents and the Education Department are strongly encouraging schools and school districts to allow those students who will age out of school the opportunity – for this year only – to return for summer school and, if necessary, attend school in the 2020-2021 year, in order to complete their education and earn a diploma.



Senior Deputy Commissioner  
Office of Education Policy

June 18, 2020

To: District Superintendents  
Superintendents of Schools  
Principals of Public Schools  
Leaders of Charter Schools

From: John L. D'Agati 

Subject: Providing Over-Age Students the Opportunity to Return to School in the 2020-21 School Year Due to the COVID-19 Pandemic

As you know, the Board of Regents and the State Education Department have made a number of temporary regulatory changes to minimize the harm to New York's students as a result of the closing of schools and the abrupt move to remote instruction this year. Specifically, we cancelled the June 2020 administration of Regents exams and modified the requirements that students must meet in order to earn high school diplomas, credentials, and endorsements.

While COVID-19 has impacted all of us, it has been particularly harmful to vulnerable populations, including especially English language learners, economically disadvantaged and homeless students, and students with disabilities. The problem is greatly compounded for those students who will "age out" of the P-12 education system because they have turned 21 years old by the start of school in September 2020.

Many plans for the final quarter of school were placed on hold this year, leaving some students without the high levels of support and planning they needed to effectively transition from high school to their postsecondary plans. Through no fault of their own, these students now risk losing the opportunity to earn a high school diploma when they age out of the system at the end of the 2019-20 school year. That is an unfair and unjust result for our students who can least afford to lose this life-changing opportunity to earn a diploma, credential, or endorsement.

To ensure that 21-year-old students have the chance to earn their high school diploma and fully prepare for the transition to their previously planned postsecondary experiences, the Board of Regents and the Education Department are strongly encouraging schools and school districts to allow those students who will age out of school the opportunity – for this year only – to return for summer school and, if necessary, attend school in the 2020-2021 year, in order to complete their education and earn a diploma.

We must do everything possible to support our most vulnerable students and their families through these incredibly challenging times. It would be a cruel injustice to pull the rug out from under these young adults who have worked so hard for so long. Giving them the opportunity to complete their schooling, earn a diploma, and transition to the next step in their lives will benefit them, their families, and the communities in which they live and work – and we urge you to offer them that opportunity.

# 2020-21 School Reopening/Closing Report

- *2020-21 School Reopening – Instructional Models Report*
  - *Available in the SED Vendor and Performance Monitoring portal*
  - *This short survey will collect the following school/site-level information:*
    - The first calendar day of school for 2020-21;
    - The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening in plan that was communicated to parents and other stakeholders; and
    - The planned end date for using a fully remote instructional model, if applicable.

# 2020-21 School Reopening/Closing Report (Cont.)

- *2020-21 Report of Closure*
  - *Available in the SED Vendor and Performance Monitoring portal*
  - Pursuant to Education Law §215 and Commissioner's Regulation 155.17(f), the superintendent of a school district 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



Kathleen R. DeCataldo, Esq.  
Assistant Commissioner  
Office of Student Support Services  
89 Washington Avenue, Room 318-M EB  
Phone: (518) 486-6090 Web: <http://www.p12.nysed.gov/sss/>

September 9, 2020

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

From: Kathleen R. DeCataldo

Subject: 2020-21 School Reopening – Instructional Models Report and Report of School Closure and Report of School Re-Opening

### **2020-21 School Reopening – Instructional Models Report**

The New York State Education Department's (NYSED or "the Department") reopening guidance document [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#) required BOCES, school districts, and charter schools to create comprehensive reopening plans with a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. Once finalized, those reopening plans were to be posted on the LEA's public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. In addition, LEAs were required to provide NYSED with a link to the public website where each school plan has been publicly posted.

As a next step, NYSED is issuing the *2020-21 School Reopening – Instructional Models Report*, a brief survey through the SED Monitoring and Vendor Reporting System ("the Portal") to collect essential information about the reopening models that will be deployed at each school/site across the state. Specifically, this short survey will collect the following school/site-level information:

- The first calendar day of school for 2020-21;
- The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening in plan that was communicated to parents and other stakeholders; and
- The planned end date for using a fully remote instructional model, if applicable.

Initial completion of this survey is due by 5:00 PM on Friday, September 11, 2020. The survey will allow LEAs to provide initial data to NYSED and make updates to the provided data on an as needed basis if instructional models change in the opening weeks of the school year. Detailed information about how to access the survey and how to make updates to information after the initial submission are detailed in Attachment A below.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models Report*, please reach out to NYSED program staff via email at [ReopeningPlans@nysed.gov](mailto:ReopeningPlans@nysed.gov).

As instructional models change at a school, additional communications to the Department may also be needed.

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

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) and 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 2</sup> This requirement includes, but is not limited to:

- Closure determined to be necessary through consultation with the local health department and the New York State Department of Health due to an outbreak of COVID-19 in the school community;
- Closure due to high absentee rates affecting ability of a school to safely operate;
- Closure due to threat of violence or harm to the school or school community; or
- Closure due to a water main break.

Similarly, when it is determined that it is safe to re-open the school building(s), including when a school determines to return to hybrid or fully in-person instruction, each superintendent of a school district, every board of cooperative educational services (BOCES) and 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 via the **Report of School Re-Opening**.

The **Report of School Closure** and the **Report of School Re-Opening** are available now in the SED Monitoring and Vendor Support System application available via the NYSED Business portal. Information is provided in Attachment B regarding the reports and how to access them.

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 [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov) or (518) 486-6090.

Please note that these reports are intended to provide immediate notification to the Commissioner regarding a closure or reopening. Each school district will additionally be required to submit information via the calendar reporting the district completes for state aid purposes. All closures during the 2020-21 school year will need to be accurately reflected on the 2020-21 calendar spreadsheet that you will be required to submit in September 2021 as a part of your SAMS Form A submission. For additional questions on the spreadsheet and SAMS process, please contact [180days@nysed.gov](mailto:180days@nysed.gov).

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<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> Note that this requirement does not apply to school closure for routine snow or weather conditions.

Attachment A  
How to Submit the 2020-21 School Reopening – Instructional Models Report in the SED Monitoring and Vendor Performance System

The **2020-21 School Reopening – Instructional Models Report** may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button
3. Enter your username and password
4. Click on “SED Monitoring and Vendor Performance System” under My Applications
5. Select “View Surveys for Surveys for School Closure”
6. Find the report titled “2020-21 School Reopening - Instructional Models”
7. Click on ‘view’ to begin/continue to input information

The **2020-21 School Reopening – Instructional Models Report** may be updated in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your username and password;
4. Click on “SED Monitoring and Vendor Performance System” under My Applications;
5. Select “View Surveys for Surveys for School Closure” (which brings the user to his/her *Inbox*);
6. Find the link for the *Outbox* (located directly to the right of the link for the *Inbox*) and click on it;
7. Find the report titled “2020-21 School Reopening - Instructional Models”
8. Click on ‘view’ to access the previous version of the report;
9. Within the report, click on the blue button at the top of the page – “Update Survey Data”; and
10. Update information, as applicable, and resubmit.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models Report* submission, please reach out to NYSED program staff via email at [ReopeningPlans@nysed.gov](mailto:ReopeningPlans@nysed.gov).

To resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself, please contact the Help Desk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov).

## Attachment B

### 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>3</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 [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov) or (518) 486-6090.

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<sup>3</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, you must update it by following the instructions [here](#).



# Snow Day Pilot 2020-21

- NYSED has approved districts to give remote instruction during a school closure due to a snow emergency.
- The remote option must be consistent with the remote learning option detailed by the district in its re-opening educational plan.
- The pilot is in effect for the 2020-21 school year. NYSED will evaluate the outcomes to determine if the policy will be carried forward.



OFFICE OF EDUCATION FINANCE, EB139  
E-mail: 180days@nysed.gov

September 2020

**TO:** School District Superintendents  
School District State Aid Designees  
BOCES District Superintendents  
School Building Leaders  
Charter School Leaders

**FROM:** Brian S. Cechnicki, Director of Education Finance

**RE:** 2020-21 School Year COVID-19 Snow Day Pilot Program

As part of the Department's ongoing efforts to provide districts with flexibility in meeting local needs during the pandemic, the Department is establishing a one-year pilot to enable school districts, at district option, and consistent with each district's re-opening educational plan, to pivot to remote instruction to provide continuity of instruction on what would otherwise be a day of school closure due to a snow emergency. This pilot is in effect for the 2020-21 school year, after which the Department will review the outcome of the pilot in determining whether to continue this flexibility in subsequent school years.

# 2020-21 BEDS IMF/PMF

- ePMF has been discontinued.
  - *T55`k ]`bc `cb[ Yf`VY`Uj U]`UV`Y`*
  - *Teacher data will be taken from:*
    - Course/Instructor/Assignment
    - Student/Class/Entry/Exit
    - Staff Snapshot
    - Districts will verify PMF data using the SIRS-328 and SIRS-329 reports

# 2020-21 BEDS IMF/PMF (CONT)

- Institutional Master File (IMF) application for Public School Districts and Schools, Charter Schools, BOCES and Nonpublic Schools will be available via the IRS Data Exchange (IDEx) on Wednesday, October 7, 2020
- The file must be submitted by Friday, November 20, 2020
- No changes from previous years

# McKinney-Vento Liaison Training

- The New York State Education Department requires that the McKinney-Vento liaison from each local educational agency (LEA) attend at least one of the professional development sessions offered by NYSTEACHS, by the end of the 2020-21 school year to comply with the federal training requirement
- <http://www.nysteachs.org/trainings/>



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**  
P-12 Education – Office of Accountability

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Office of ESSA-Funded Programs  
89 Washington Avenue, Room 320 EB  
Albany, New York 12234  
Tel. (518) 473-0295 / Fax: (518) 486-1762

To: District Superintendents  
Superintendents of LEAs  
Charter School Principals  
Title I Coordinators  
McKinney-Vento Liaisons  
Committee on Special Education (CSE) Chairs

From: Erica Meaker   
Director, Office of ESSA-Funded Programs

Date: August 18, 2020

Subject: Mandatory McKinney-Vento Homeless Assistance Act Training

Under the federal McKinney-Vento Act, as reauthorized by the Every Student Succeeds Act (ESSA), McKinney-Vento liaisons are required to participate in professional development so they can better identify and meet the needs of children and youth experiencing homelessness (42 U.S.C. §§ 11432[f][6] & [g][6][A][ix]). **The New York State Education Department (NYSED or “the Department”) requires that the McKinney-Vento liaison from each local educational agency (LEA) attend at least one of the professional development sessions offered by the Department’s technical assistance center, NYS-TEACHS, by the end of the 2020-21 school year to comply with the federal training requirement.** NYS-TEACHS provides free trainings and webinars for school districts, social service providers, and other professionals about the educational rights of children and youth experiencing homelessness. Information about NYS-TEACHS professional development sessions, which will be held remotely this fall, can be found at: <http://www.nysteachs.org/trainings/>.

McKinney-Vento liaisons are also responsible for ensuring that LEA personnel providing McKinney-Vento services (e.g., Superintendents, registrars, transportation directors, CSE chairs, school counselors, school social workers, principals, school attorneys, and Title I directors, teachers) receive professional development. Liaisons can do this by either providing the training to staff themselves or by ensuring that LEA staff participate in one of the trainings offered NYS-TEACHS.

Should you have any questions or need additional information, please contact Melanie Faby at [melanie.faby@nysed.gov](mailto:melanie.faby@nysed.gov) or Erin Allen at [erin.allen@nysed.gov](mailto:erin.allen@nysed.gov) . You may also contact NYS-TEACHS at 1-800-388-2014, Monday-Friday, 9:00 a.m. -12:00 p.m. and 12:30 p.m.– 5:00 p.m. Thank you in advance for your support and participation.

c: M. Faby  
E. Allen