



Reporting School Closures 2023-24

**Attn: DDCs, District Admins,
Principals**

2023-24 SY

Helpdesks:

Level 0/Student Data Questions: DWTShejp@esboces.org

180 Day Calendar Question: 180days@nysed.gov

School Closure Questions: SSEC@nysed.gov

There are no changes to the reporting requirements or process for the Report of School Closure and Re-Opening in the 2023-24 school year. A Report of School Closure must be submitted whenever a school building closes for instruction in response to an emergent situation and activation of its Emergency Response Plan.

The **Report of School Closure** 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 "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 and*
 - *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 "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*
 - *description of how instruction was provided during the closure period*
 - *a description of re-opening procedures*

[NYSED Business Portal](#)

[School Closure/Re-Opening Memo 2023-24](#)

