



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

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TO: Superintendents of Public Schools, Directors of Charter Schools
Administrators, Coordinators, Directors of ELL Programs

FROM: Lisette Colón-Collins, Assistant Commissioner
Office of Bilingual Education and World Languages 

**SUBJECT: CR Part 154 Comprehensive Plan for the Education of English
Language Learners / Multilingual Learners**

DATE: September 2016

All Local Educational Agencies (LEAs) in New York State must comply with Part 154 of the Commissioner's Regulations (CR Part 154), which establishes standards for school districts having English Language Learners (ELLs)/Multilingual Learners (MLLs), to assure that such students are provided opportunities to achieve the same educational goals and standards that have been established by the Board of Regents for all students. In accordance with CR Part 154, each school district shall provide ELLs/MLLs equal access to all school programs and services offered by the district, commensurate with the student's age and grade level, including access to programs required for graduation.

Under CR Part 154, all LEAs are required to develop a Comprehensive ELL Education Plan (CEEP) to meet the educational needs of ELLs/MLLs (CR Part 154-2.4[b]) and to submit an annual Data/Information Report as required under CR Part 154-2.4[c]. All LEAs must keep their completed CEEPs on file in the LEAs' main office and make them available for review upon request by the New York State Education Department (NYSED). For the 2016-2017 school year, all LEAs that had ELLs/MLLs enrolled in the 2015-16 school year must submit this plan for review, along with the CR Part 154 Data/Information Report as required under CR Part 154-2.4[c].

How do I submit my district's Comprehensive ELL Education Plan and Data Report?

1. The CR Part 154 Comprehensive ELL Education Plan is to be completed online via the SED Monitoring System which can be accessed through the [NYSED Applications Business Portal](#). You must be registered to use the Portal, but please note that most New York State LEAs are already registered and have access to the system. You will receive an email notification annually when the survey becomes available. It will automatically appear in your list of surveys when you log into SED Monitoring as it becomes available.
2. Instructions for completing the CEEP are available upon logging in to the portal and selecting the survey.
3. Complete the CR Part 154 data/information report by downloading the form at <http://www.p12.nysed.gov/biling/bilinged/CRPart154.html>. Guidance and instructions on entering the data are given on the Data Information Report form.
4. Once you have completed entering your district's data into the spreadsheets, please upload the Excel file to the last page of the online CEEP survey. On the last page of the survey you will see "Browse" and "Upload" buttons. Completed data forms should not be sent to OBEWL either by mail or email. They must be submitted via SED Monitoring along with the CEEP. The CEEPs and Data/Information Reports are due to SED by **Monday, November 21, 2016.**

The following describes the information that must be submitted:

CR Part 154 Comprehensive ELL Education Plan:

- All LEAs that did not have any ELLs/MLLs enrolled in the 2015-16 school year must complete and submit the following form: **CERTIFICATION STATEMENT FOR LEAS WITH NO ELL ENROLLMENT**
- All LEAs that had 1 or more ELLs/MLLs enrolled in the 2015-16 school year must complete and submit the following forms: **CR PART 154 CEEP FOR LEAS WITH ELL ENROLLMENT**, and the **CR PART 154 DATA/INFORMATION REPORT** which can be found here: <http://www.p12.nysed.gov/biling/bilinged/CRPart154.html>
- All New York City Community School Districts must complete and submit: **CR PART 154 CEEP FOR NYC COMMUNITY SCHOOL DISTRICTS WITH ELL ENROLLMENT**
- The New York City Department of Education must complete and submit: **CR PART 154 CEEP** and the **CR PART 154 DATA/INFORMATION REPORT** which can be found here: <http://www.p12.nysed.gov/biling/bilinged/CRPart154.html>

NYSED's Office of Bilingual Education and World Languages (OBEWL) enforces regulations, provides on-going guidance, professional development, resources and technical assistance to LEAs on issues related to the education of ELLs/MLLs. For assistance in the completion of the required 2016-2017 CR Part 154 CEEP and Data/Information report, contact our offices in Albany at (518) 474-8775 and in NYC at (718) 722-2445 or email us at obewl@nysed.gov.

The Regional Bilingual Education Resource Networks (RBERNs) are also available to provide technical assistance and support. Information on your regional RBERN can be found here: <http://www.p12.nysed.gov/biling/bilinged/betac.html>.