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

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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.

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**.[1] [2] 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 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.

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

[2] 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.

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.

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[3] 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. 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 or (518) 486–6090.

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[3] 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.