



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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Dear Colleagues,

In the last few weeks, the State Education Department has been working closely with the New York State Department of Health to provide every school and school district with up to date information regarding the Novel Corona Virus (COVID-19) and to provide timely responses to your questions. For schools, those questions have covered a range of issues, from response to a potential exposure to handling of closures that might be necessary during testing. We have also been in close communication with your statewide representatives on the Commissioner's Advisory Council for Religious and Independent Schools both receiving and providing information. The State Education Department will continue to be a partner to your schools as we work together to respond to this situation.

In order to do so, we need your assistance as we monitor the impact that this Novel Corona Virus (COVID-19) has on our school communities. It would be very helpful to know when schools are closing across the State during this crisis. This will help us keep both the State's policymakers and emergency response system well-informed about the needs of the religious and independent schools in our state.

We thus ask that your school notify the Department immediately if you need to close the entire school or an individual location of the school, or to quarantine or close a dormitory or other residential facility due to concerns related to an outbreak of COVID-19.

*For now*, if your school must close, and it:

- 1) **Has an account in the NYSED Business Portal:** the CEO or a designated staffer should access the Portal where you will see "**Report of School Closure**" form. This form asks some simple questions about the name of the school, BEDS code etc., to help us track the impact. Below are steps and information on how to access the form and submit a report of school closure:

The **Report of School Closure** form can be submitted using the following steps:

1. Go to <https://portal.nysed.gov/>
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. In the inbox, CEO's (and designated staff) will see the "**Report of School Closure**" form

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). The Chief Executive Officer (CEO) of each nonpublic school is recorded in SEDREF ([https://portal.nysed.gov/pls/sedrefpublic/SED.sed\\_inst\\_qry\\_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)). The CEO has been entitled to enter information into SED Monitoring and the School Building ERPs electronic

application in SEDDAS. If the CEO information in SEDREF is incorrect for your school, you may update it by following the instructions here: <http://www.oms.nysed.gov/sedref/home.html>.

- 2) **Does not have an account in the Business Portal:** please send a notification to the State Office of Religious and Independent Schools through the [SORIS@NYSED.gov](mailto:SORIS@NYSED.gov) email box. The box is being monitored closely by SORIS staff. In this note, which should be captioned or titled "School Closure Notification" please include your school name and address, BEDS code, CEO or other school leader name and contact info while the school is closed.

The State Education Department has a strong commitment to keeping every child in the State healthy and safe. We will continue to work with our partners in both the public health and religious and independent school community to ensure that you have access to the latest updates and guidance through the nonpublic school listserv, our ongoing communications the Commissioner's Advisory Council and our NYSED websites. You may wish to bookmark and monitor the Department's Office of [Student Support Services' Coronavirus web page](#) for updates.

Thank you as always for your continued service to our students.



Shannon Tahoe  
Interim Commissioner, New York State Education Department