



CURRICULUM & INSTRUCTION AND EARLY LEARNING

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TO: BOCES District Superintendents
Superintendents of Public Schools

FROM: Marybeth Casey, Assistant Commissioner *Marybeth Casey*
Shannon Logan, Director of Curriculum Services *Shannon Logan*

SUBJECT: 2022-2025 Instructional Technology Plans (ITP)

This memo provides information to public school district administrators on the submission of the 2022-2025 Instructional Technology Plans.

Per [Part 100.12 of Commissioner's Regulations](#), all New York State Public School districts are required to develop and maintain instructional technology plans. Current ITP approvals were scheduled to expire on June 30, 2021; however, as noted in the [Extension of District Instructional Technology Plan Approval memo](#) to Superintendents in November of 2020, NYSED extended approval of all ITPs by one year, to June 30, 2022. This extension provided districts with both regulatory relief and time to engage in thorough, comprehensive technology planning. New three-year Instructional Technology Plans must be completed by June 30, 2022 and will cover the period of July 1, 2022 to June 30, 2025.

NYSED collects and reviews key information on district Instructional Technology Plans (ITPs) from school districts every three years through a survey within the SED Vendor Monitoring and Performance System. The ITP survey is designed to allow districts the opportunity to compile all data related to their technology planning and needs in one location. A completed and approved survey satisfies the above-mentioned requirement that all school districts submit technology plans.

Public school districts are required to submit a completed Instructional Technology Plan survey to NYSED by June 30, 2022.

The completed survey will serve as a framework for a comprehensive technology plan that is tied closely to the district's overall goals for improving teaching and learning through the use of instructional technology. As in the most recent three-year plan, the ITP survey does *not* contain quantitative questions about hardware, software, and infrastructure. These data will continue to be collected at the school level annually via the Basic Educational Data System (BEDS) collection.

The majority of the questions in the 2022-25 ITP survey are the same as in the prior three-year plan survey. The [new ITP Guidance document](#), which includes the 2022-25 ITP survey questions, is available on the [Office Of Educational Design and Technology's website](#). The survey will be available on the SED Vendor Monitoring and Performance System within the NYSED Business Portal by July 16, 2021.

BOCES Regional Information Centers (RICs) will provide NYSED-trained plan reviewers who will work with districts on technology planning and review district-submitted survey responses. RICs will set earlier, interim survey submission deadlines to allow time for the RIC review and certification process. These interim deadlines will vary by region. RIC reviewers will forward surveys to NYSED for final review. The deadline for surveys to be submitted to NYSED for final review is **June 30, 2022**.

The Big 5 City School Districts (Buffalo, Rochester, Syracuse, Yonkers, and the New York City DOE) will work directly with NYSED staff in the Office of Educational Design and Technology.

Only public school districts are required to submit an ITP survey. Regulation does not require ITPs for BOCES, charter schools, religious and independent schools, nonpublic schools with an approved special education program (853 Schools), State-Supported Schools (4201 Schools), State-Operated Schools, approved private preschool special class and special class in an integrated setting programs, and these schools will therefore not have access to the ITP survey in the SED Vendor Monitoring and Performance System.

Upon NYSED approval of the ITP surveys, districts will receive an email message documenting the approval. Please note that physical letters will not be sent.

If a district has a need to update their 2018-21 (extended through 2022) approved ITP survey *prior* to submitting their 2022-2025 ITP survey, such as to ensure alignment with Smart Schools Bond Act Investment Plan, this option will be available, upon request to edtech@nysed.gov, until December 31, 2021.

If you have questions or concerns regarding the Instructional Technology Plan process or need to update your current plan, please contact the NYSED Office of Educational Design and Technology at edtech@nysed.gov.