Instructional Technology Plan Review Process

Begin here

1. BOCES/RIC facilitates the planning process.

2. School district enters plan in the NYSED portal – Superintendent certifies and submits to RIC.

3. Certified RIC Reviewer reviews plan.

4. School district makes changes to the plan in the portal. After reviewing changes with the RIC, Superintendent re-certifies and re-submits plan back to the RIC reviewer.

5. Yes: Changes needed to certify plan?
   - No: RIC Reviewer certifies and submits plan to NYSED for approval.
   - Yes: RIC Reviewer un-submits plan and communicates recommended changes to the district.

6. NYSED un-submits plan back to RIC with recommended changes in notes and comments.

7. RIC Reviewer works with the district to make plan changes. Superintendent re-certifies and re-submits plan back to the RIC reviewer.

8. NYSED reviews plan for final approval.

9. Approve plan?
   - Yes: Automated email sent to the district with plan approval message.
   - No: School district implements plan.

10. School district monitors plan.
11. School district evaluates plan for next annual update.

*Please note: This process may vary slightly by region and does not apply to the Big 5 school districts.