



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

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TO: School District Superintendents
School Principals
BOCES District Superintendents
Charter School Leaders

FROM: Kimberly Young Wilkins, Deputy Commissioner

RE: Submission of School Reopening Plans

As Reopening Plans are developed, BOCES, school districts, and charter schools must ensure that the mandatory elements outlined in [NYSED's Reopening Guidance document](#) and in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#) are included. Reopening plans may be unique to each individual school or program, or they may be a compilation of individual plans that are specific to each school building or program, or a comprehensive plan that includes all schools and/or programs.

Once finalized, Reopening Plans must be posted on the BOCES, district and/or school's public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. All efforts should be made to make the school district plans available in the dominant languages spoken by the school community.

NYSED has issued a survey through the [SED Monitoring and Vendor Reporting System](#) ("the Portal") to collect essential information about the comprehensive Reopening Plans developed for the 2020-21 school year. School districts and schools must complete the survey to provide NYSED with

- A link to the public website where each school plan has been publicly posted; and
- A set of mandatory assurances completed by the Chief Executive Officer affirming that the district or school will address, in each re-opening plan, all of the mandatory elements outlined in this guidance document.

Within the Portal survey, assurances related to the mandatory elements will be addressed in the same order as they appear in [NYSED's guidance document](#). Some BOCES, districts, and schools operate multiple program types, but only one assurance survey will be required, as that survey must consider and include measures applicable to all children who attend the district or school building. If, within the same school

building, there are two separate operators (for example, a school district collaborating with a private preschool special class program at a school district building site), each operator is responsible for submitting its own separate survey but should coordinate and communicate on their respective reopening plan applicable to that site.

Please note that unlike the previous processes used to collect Continuity of Learning, Child Care, and Child Nutrition plans, the information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a BOCES, district, or school as part of their Reopening Plan. Instead, those details must be articulated in the materials that are publicly posted on the school or district website. This approach will allow BOCES, districts, and schools to develop plans in their preferred format, to rapidly address changes that may be needed based on local needs, and to update their plan materials on a regular basis.

Once BOCES and districts, and charter schools have completed and submitted their survey within the Portal, a confirmation notice indicating that the completed survey has been received by NYSED will be generated and sent to the Chief Executive Officer. Plans should be implemented with fidelity upon submission and should be considered as approved unless the district or school is notified that modifications are necessary to ensure compliance with this guidance.

As a final step, districts and schools must complete a short companion Department of Health survey, accessible from the [guidance released by DOH on July 13, 2020](#). BOCES, districts, and schools are encouraged to provide weblinks to the publicly posted plans within the “Plan Description” portion of the DOH survey.

BOCES

BOCES are required to create comprehensive reopening plans that include each program and site that the BOCES directly oversees. Plans must be posted on the BOCES’ public website.

BOCES District Superintendents will submit plan links and assurances through [SED’s Monitoring and Vendor Reporting System](#). The first section of the survey will contain a dynamic table. If the BOCES has developed individual Reopening Plans for specific sites and/or programs, the BOCES Superintendent should create individual rows for each program/site and provide link(s) to the individual program and/or site’s Reopening Plan. The District Superintendent will then provide assurances that every program and site plan includes the mandatory elements outlined in the Reopening Guidance document.

Please note:

- If a BOCES is located on multiple sites, the same plan may be submitted for each site if the plan includes specific information for all sites. Alternatively, a BOCES may choose to create different plans for each site.
- BOCES must include sites that the BOCES does not directly own or manage. With respect to cleaning and other site maintenance responsibilities, the BOCES should assure that the site is in full compliance with DOH

requirements. (For BOCES programs housed on school district property, the school district is covered under the DOH Guidance).

Public School Districts, including Special Act School Districts, Except NYCDOE

All public school districts, including Special Act school districts, are required to create comprehensive Reopening Plans that are either specific to each school in the district, or that include all schools in the district.

Superintendents will submit the link(s) to the district's plan(s) and assurances through [SED's Monitoring and Vendor Reporting System \("The Portal"\)](#). The first section of the survey contains a table that is pre-populated with the names and BEDS code of each school in the district. For each school, the Superintendent will provide a link to the individual school's Reopening Plan or to a plan that specifically includes the school. A blank, dynamic table is also included for districts to provide additional Reopening Plans, if any, for schools, sites, or programs not included in the prepopulated table. All plans must include the mandatory elements.

Please note:

- If a school is located on multiple sites, the same plan may be submitted for each site if the plan includes specific information for all sites. Alternatively, a school or district may choose to create different plans for each site.
- If the district contracts with an organization to provide Prekindergarten and/or before/after care on district property, the Prekindergarten and/or before/after care program/services must be included in the district or individual school plan. If the district contracts with an organization to provide Prekindergarten and/or before/after care offsite, the district must have in place assurances from the contractor that the contractor is in full compliance with DOH requirements.
- The district is only required to include BOCES programs in its Reopening Plan if the BOCES programs are housed on the district's property and is only required to include information on aspects of the BOCES program that the district is responsible for providing. For example, if the lease agreement for the BOCES program requires that the district provide cleaning services for that space, then the district should include that work in their plan. The BOCES should be responsible for the aspects of the plan that pertain to teaching and learning.

New York City Department of Education

All NYCDOE districts and schools are required to create comprehensive Reopening Plans that include the mandatory elements outlined in [NYSED's Reopening Guidance document](#) and in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#).

NYCDOE Districts and Schools should follow instructions provided by the DOE on how to submit Reopening Plans.

Charter Schools

Charter Schools are required to create comprehensive School Reopening Plans. All plans must be posted on the school's public website.

Charter School Leaders will submit plan links and assurances through [SED's Monitoring and Vendor Reporting System](#).

Please note:

- If a school is located on multiple sites, the same plan may be submitted for each site if the plan includes specific information for all sites.

How to Submit Reopening Plans in the SED Monitoring and Vendor Performance System

BOCES, districts, and charter schools will submit their Reopening Plans and assurances within 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 School Closure;"
6. Click on 'view' to begin/continue to input information.

If you have any questions regarding the requirements for Reopening Plan 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.