New York State Education Department
Instructional Technology Plan Survey Submissions – Checklist for RICs

Name of RIC Reviewer: _____

Name of RIC: _____   **Date of Review:** _____

District Information	
District Name	
Contact Name	
Contact Title	
Phone Number	
Email address	
Date of Initial Submission to RIC	

General Review Criteria:

1. Check that all required questions have been completed.

2. Check to make sure that the questions have been fully answered and make sense.

3. Identify typos, grammatical errors or answers that are not consistent with your knowledge of the district and of educational technology practices in general.

4. Make sure that the answers are internally consistent and consistent with the services that are provided to the district by the RIC and/or BOCES, if applicable.

5. Make sure Section VI Question 3 links directly to a webpage NOT a document.

Reminders:

1. Districts must respond completely to all required questions.

2. Refer to the Guidance Document for further guidance about each question.

3. Any incomplete or incorrect responses should be flagged within SEDMON and the pan should be unsubmitted to the district for changes/updates.

Section I - District LEA Information				
#	**Question**	**S**	**NS**	**Comments**
1	What is the name of the district administrator responsible for entering the Instructional Technology Plan data?			
2	What is the title of the district administrator responsible for entering the Instructional Technology Plan data?			
2a	If 'Other' was selected in Question 2 above, please identify the title.			*Question 2a only appears, and is required, if 'Other' is chosen in Question 2.*

#	Section II - Strategic Technology Planning			
	Question	**S**	**NS**	**Comments**
1	What is the overall district mission?			
2	What is the vision statement that guides instructional technology use in the district?			
3	**NEW** At the start of the 26-27 school year, will the district provide a dedicated mobile device for every student in all grades?			
3 (a)	**NEW** Check one box per grade level based on the district plan for supplying students with a dedicated mobile device at the start if the 26-27 SY.			*Question 3a only appears, and is required, if 'No' is chosen in Question 3.*

#	Section III – Goal Attainment			
	In this section, the District is asked to outline the extent to which they have achieved, at the local level, goals put forth in the Statewide Learning Technology Plan. Responses are multiple choice: Minimally, Moderately, Significantly, or Fully.			
	Question	**S**	**NS**	**Comments**
1	Digital Content: The District uses standards-based, accessible digital content that supports all curricula for all learners.			
2	Digital Use: The District's learners, teachers, and administrators are proficient in the use of technology for learning			
3	Digital Capacity and Access: The District's technology infrastructure supports learning and teaching in all of the District's environments			
4	Leadership: The District Instructional Technology Plan is in alignment with the Statewide Learning Technology Plan vision.			
5	Accountability: District-level information is posted on the District website, is easy to access, and is easily understood. Information provided includes the results achieved by the District in their efforts to enable students to build knowledge, master skills, and grasp opportunities for a better life.			

Section IV – District Technology Goals

In this section, the district must list a minimum of 3 goals. Each goal should be aligned with curriculum and instruction goals. Each goal has its own page in SEDMON. Goals 4 and 5 are optional.

#	Question	S	NS	Comments
1	In 1 – 2 sentences provide an instructional technology goal for your district.			
2	**NEW** Choose the Goal Topic that best aligns to your instructional technology goal.			
3	Target Student Population(s)			
3a	If 'Other' was selected in Question 3 above, please identify target student population(s).			*Note: Question 3a only appears, and is required, if 'Other' is chosen in Question 3.*
4	Additional Target populations (optional)			
5	**NEW** Estimated cost of this goal/priority over the three-year plan?			Numerical value only.
6	**NEW** What is the potential funding source(s) and/or purchasing mechanisms for this expenditure over all three years of the plan?			Can select multiple.
7	**NEW** *Optional:* List the action steps that correspond to Goal 1.			Optional. Includes up to 8 steps.

Section V - NYSED Initiatives Alignment

#	Question	S	NS	Comments
1	How will the district's use of instructional technology support a comprehensive and sustained effort to improve student performance and academic standards, while also addressing the need to provide equitable learning opportunities "everywhere, all the time" (National Technology Plan)?			
2	**NEW** At the start of the 2026-27 school year, will the district offer full-time virtual instruction to any students?			Select all applicable options – include details if choosing Other.
3	**NEW** If the district files or has filed a Smart Schools Investment Plan (SSIP) to apply for Smart Schools Bond Act funds, all responses in this survey align with the district's response to any related question(s) in the SSIP.			

Section VI - Administrative Management Plan				
#	Question	S	N/S	Comments
1	Staff Plan: Provide the Full-Time Equivalent (FTE) count, as of plan submission date, of all staff whose primary responsibility is delivering technology integration training and support and/or technical support.			Total FTE count for any one individual should not exceed 1.0. Added column for vendors/BOCES staff.
2	Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?			If the district checks 'N/A', please make sure that there are no religious or independent schools in the district.
3	Districts are required to post their Instructional Technology Plan on their website. Please provide the link as evidence of this requirement.			Make sure that the link works and that it leads to a webpage where the plan resides, *not* directly to the plan itself.

Section VII: Educational Technology Programs				
The responses will be entered into a database to share, upon request, the topics and contact names with other districts interested in learning about your innovative program(s). Contact information from the person listed on this survey will be used if needed.				
#	Question	S	NS	Comments
1	Please choose one or more topics that reflect an innovative educational technology program that has been implemented with and for students for **at least two years** at a building or district level. Use 'Other' to share a topic that is not on the list.			
1a	If you selected 'Other Topic A' above, please describe in a few words the topic of your district's innovative program.			*Note: Question 1a only appears, and is required, if 'Other Topic A' is chosen in Question 1.*
1b	If you selected 'Other Topic B' above, please describe in a few words the topic of your district's innovative program.			*Note: Question 1b only appears, and is required, if 'Other Topic B' is chosen in Question 1.*
1c	If you selected 'Other Topic C' above, please describe in a few words the topic of your district's innovative program.			*Note: Question 1c only appears, and is required, if 'Other Topic C' is chosen in Question 1.*