

**OFFICE OF RELIGIOUS AND INDEPEDENT SCHOOL SUPPORT (ORISS) DATES
TO REMEMBER FOR 2023-2024**

July

Early July 2023

2023-24 Written Affirmation of LEA Consultation with Private School Officials Form-2023-24 Consolidated Application for ESSA-Funded Programs-The deadline for LEAs to submit the form to NYSED for the 2023-24 school year is **August 31, 2023**.^{*} The 2023-24 Consolidated Application for ESSA-Funded Programs can be found on the [Office of Accountability's](#) website. LEAs must provide private schools with opportunities for timely and meaningful consultation prior to completion of the form. Consultation must address all topics identified on the form. The form **MUST** be completed by the public school official in consultation with private school officials.

August 2023 Regents Examinations August Regents Examinations will be offered. For more information on assessments, see the [Office of Assessment](#) website, and the [Regents Examination Schedule](#).

Mathematics, Science, & Technology Teachers in Religious & Independent Schools Grant(MST)-Eligible schools should submit [reimbursement forms](#) by **August 1, 2023**.

August

Early August 2023

Mathematics, Science, & Technology Teachers in Religious and Independent Schools Grant(MST)-Eligible schools should submit [reimbursement forms](#) by **August 1, 2023**.

August 2023 Regents Examinations For more information on assessments, see the [Office of Assessment](#) website, and the [Regents Examination Schedule](#).

End of August: All data (K-12 Assessments, Enrollment, Demographic, Graduation Rate, etc.) data due in the Student Information Repository System (SIRS). Religious and Independent Schools must contract with a Regional Information Center (RIC) to report data in SIRS. Any data reported in SIRS will be used to populate the Comprehensive Information Report (CIR) and used for mandated services.

August 31, 2023

2022-23 Written Affirmation of LEA Consultation with Private School Officials Form-2022-23 Consolidated Application for ESSA-Funded Programs-The deadline for LEAs to submit the form to NYSED for the 2022-23 school year is **August 31, 2023**.* The 2022-23 Consolidated Application for ESSA-Funded Programs can be found on the [Office of Accountability's](#) website. LEAs must provide private schools with opportunities for timely and meaningful consultation prior to completion of the form. Consultation must address all topics identified on the form. The form **MUST** be completed by the public school official in consultation with private school officials.

* It is important to note that individual LEAs will require private school officials to complete and return this form prior to August 31st since the LEAs must submit their applications to NYSED by this date.

September

Early September 2023

Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)-Guidelines, announcement of aid and forms for the 2022-23 school year are expected to be made available by September 2023. The most efficient way to submit your MSA/CAP claim is utilizing the online system available through the [NYSED Business Portal Website](#). We anticipate the 2022-2023 school year will become available by December 2023 with a due date for submission of claims by April 1, 2024 and payment by May 31, 2024. A full listing of the mandates and a brief explanation of each one can be found on the Office of Religious and Independent School Support website.

Review of Students' Immunizations-Student immunizations are to be reviewed in September. Students who are not in compliance within 14 days of the start of the school year, which may be extended to 30 days for students from out of state or country who demonstrate a good faith effort to comply, are not allowed to attend school until they meet the immunization requirements. See the [Department of Health chart on immunization requirements for the 2023-2024 school year](#). Questions on immunizations may be directed to the NYS Bureau of Immunizations: osas@health.ny.gov. Questions on school implementation of the requirements may be directed to the NYSED Office of Student Support Services at StudentSupportServices@nysed.gov.

Schools must sign up for the [New York State Immunization Information System \(NYSIIS\)](#) or the [Citywide Immunization Registry \(CIR\)](#) - NYC Health for schools located in NYC.

Public Health Law requires healthcare providers to report all immunizations administered to persons less than 19 years of age, along with the person's immunization histories to either NYSIIS or CIR. Schools can access student immunization records and track compliance in either system.

The [New York State Center for School Health](#) has information regarding immunizations under their [A-Z resources](#) page.

Late September 2023

January Regents Examinations Requesting Memo is sent out in September/early October. This memo provides information on how to order and store Regents exams. It also provides information about the online requesting system deadlines. For more information on assessments, please go to the [Office of State Assessment](#) website.

Upcoming Reminder

RISE Conference-Register for the annual Religious and Independent Schools Educators Conference will be in person at the Albany Marriott Hotel on November 15th and 16th, 2023.

Annual Religious and Independent School Building Fire Safety Report-online submission

Education Law 807-A requires **annual** inspection of all schools located outside of New York City, with grades 1-12 with at least 25 students, and all nurseries and kindergartens with at least 6 students. Initial fire inspections performed **between** July 1st and December 1st can be used to meet this annual requirement. The annual fire safety inspection report is due by **December 16, 2023**. The **Religious and Independent School Annual Fire Safety Report** is located in the New York State Education Department's Business Portal, which can be accessed at the following link: [business portal](#).

October

October 5, 2023

BEDS IMF 2023-24- The 2023-24 Basic Educational Data System (BEDS) Institutional Master File (IMF) application for Public School Districts and Schools, Charter Schools, BOCES and Religious and Independent Schools will be available on **Wednesday, October 5, 2023** and must be submitted by **November 11, 2023**. For additional information please visit [Office of Information and Reporting Services'](#) website.

Early October

Grades 3-8 English Language Arts and Mathematics Tests Requesting Memo

This memo provides information concerning procedures for requesting, shipping, and storing materials for the Grades 3-8 English Language Arts (ELA) and Mathematics Tests. It also provides information on the online request system including the deadline for submitting requests. For additional information, please visit the [Office of State Assessment](#) website.

Upcoming Reminder

RISE Conference-Register online for the annual Religious and Independent Schools Educators Conference on November 15th and 16th, 2023.

November

Early November

Grade 8 Intermediate Level Science Tests Requesting Memo

This memo provides information concerning procedures for requesting, shipping, and storing materials for the Grades 4* & 8 Science Tests. It also provides information on the online request system including the deadline for submitting requests. For additional information, please visit the [Office of State Assessment](#) website.

The new Grade 5 Elementary-level Science Test measuring the new NYS P-12 Science Learning Standards, commences in Spring 2024. The first administration of the new Grade 5 Elementary-level Science Test will be in 2024.

November 11, 2023

BEDS IMF-The due date for the BEDS IMF is **November 11, 2023**.

RISE Conference- Annual Religious and Independent Schools Educators Conference will be in person at the Albany Marriott Hotel in Albany, November 15th and 16th.

December

December 15, 2023

Immunization Survey -The deadline for submission of the Immunization Survey is **December 15, 2023**.

December 16, 2023

Annual Religious and Independent School Building Fire Safety Report -The deadline for the submission of the Fire Safety Inspections for 2022-23 is **December 16, 2023**.

Mid-December 2023

MSA/CAP Online System: We anticipate the online system to become available via the [NYSED Business Portal Website](#) by **mid-December** to submit MSA/CAP claims for the 2022-23 school year.

January

Early January 2024

January Regents Examinations Administration Memo is sent, containing essential information about the administration of the upcoming Regents examinations. For more information on assessments, please go to the [Office of State Assessment](#) website.

February

Mid-February 2024

June Regents Examination Requesting Memo is sent out in February. This memo provides information on how to order and store Regents exams. It also provides information about the online requesting system deadlines. For more information on assessments, please go to the [Office of State Assessment](#) website.

Upcoming Reminder

Transportation Requests- Requests for transportation to your students' religious or independent school must be submitted to your home school district in writing by **April 1, 2024**.

Religious and independent schools are encouraged to share their calendars and school start and end times for the 2024-2025 school year with local school districts for the purposes of planning transportation.

March

March 31, 2024

Religious and Independent School Safety Equipment (NPSE) Grant-Eligible schools should submit [Safety Equipment Grant](#) reimbursement forms by **March 31, 2024**.

Academic Intervention Services Grant(AIS)-Eligible schools should submit [AIS Grant](#) reimbursement forms by **March 31, 2024**.

Health Services- Education Law 912 requires school districts in New York State to provide resident students attending religious and independent schools with any/all the same health and welfare services available to students attending schools in the district. It is strongly recommended that the religious or independent school principal communicate with the school district superintendent regarding the best time to submit the request for health services. This letter of request for health services should specify exactly what services are being requested. It is recommended that such requests be reviewed annually.

For additional information regarding health services and what may be requested visit: [Religious and Independent School Handbook-Health Services](#)

Upcoming Reminder

Transportation Requests- Requests for transportation to your students' religious or independent school must be submitted to your home school district in writing by **April 1, 2024**.

Religious and independent schools are encouraged to share their calendars and school start and end times for the 2024-2025 school year with local school districts for the purposes of planning transportation.

Grades 3-8 English Language Arts and Mathematics Tests Administration Memo

This memo provides information concerning the administration of the Grades 3-8 English Language Arts (ELA) and Mathematics Tests. For additional information, please visit the [Office of State Assessment](#) website.

April

April 1, 2024

MSA/CAP claims deadline-The deadline for the submission of 2022-23 School Year MSA/CAP claims will be April 1, 2024. A full listing of the mandates and a brief explanation of each one can be found on the [Grant Opportunities](#) webpage.

Transportation Requests: Reminder to contact your public school district prior to the **April 1, 2024** deadline.

Upcoming Reminders

Special Education Service Requests- Requests for special education services must be submitted by **June 1, 2024**.

Occupational Education- In order to arrange for participation in an occupational education program, the parent of a religious or independent school pupil must file a written request with the board of education of the district in which the pupil resides by **June 1**. The administrator of a religious or independent school may receive and forward the requests for the parents to the board of education.

Gifted Education- A parent should apply for dual enrollment services to the district of residence. Requests for participation must be filed with the board of education of the district of residence on or before **June 1** preceding the school year for which the request is made.

Link to more information on the above can be found at [Religious and Independent School Handbook of Services](#).

Textbook Loan- The administrator prepares textbook requests for the coming year and submits them to parents or district. The law allows a board of education to set a date by which the districts must receive requests for textbooks loans, but this date cannot be earlier than **June 1** of the year preceding that for which textbooks are requested.

Spring Deadlines as determined by public school districts:

Library Loan-While the law does not specify a date, the religious or independent school administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

Software Loan-While the law does not specify a date, the religious or independent school administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

Hardware Loan-While the law does not specify a date, the religious or independent School administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

For additional information about loan services visit: [Religious and Independent School Handbook-Loans](#)

Grades 3-8 English Language Arts: Schools administering Paper-Based [Grades 3-8 English Language Arts \(ELA\) Tests](#) must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **May 4, 2024**. For additional information please visit [Office of Information and Reporting Services'](#) website.

May

Early May

Grade *Elementary-Level and Grade 8 Intermediate Level Science Tests Administration Memo

This memo provides information concerning the administration of the Grades 5* & 8 Science Tests. For additional information, please visit the [Office of State Assessment](#) website.

*The last administration of the Grade 4 Elementary-level Science Test was in 2022. The first administration of the new Grade 5 Elementary-level Science Test will be in 2024.

Late May 2024

June Regents Examinations Administration Memo- Memo is sent in late May/early June, containing essential information about the administration of the upcoming June Regents examinations. For more information on assessments, please go to the [Office of State Assessment](#) website.

Grades 3-8 Mathematics: Schools administering Paper-Based [Grades 3-8 Mathematics Tests](#) must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **May 17, 2024**. For additional information please visit [Office of Information and Reporting Services'](#) website.

Grades K-12 NYSESLAT: Schools administering the [New York State English as a Second Language Achievement Test \(NYSESLAT\)](#) must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **May 30, 2024**. For additional information please visit [Office of Information and Reporting Services'](#) website.

MSA and CAP Payments-Submitted claims will be paid by May 31, 2024

June

June 1, 2024

Special Education Service Requests must be submitted by June 1, 2024. For more information, please go to [Religious and Independent School Handbook - Special Education](#).

Occupational Education Requests must be submitted by June 1, 2024. For more information, please go to [Religious and Independent School Handbook - Occupational Education](#).

Gifted Education Requests must be submitted by June 1, 2024. For more information, please go to [Religious and Independent School Handbook - Gifted Education](#).

Textbook Loan Requests must be submitted by June 1, 2024. For more information, please go to [Religious and Independent School Handbook - Textbook Loans](#).

Grade 8 Science: Schools administering the [Grades 8 Science Tests](#) must submit their answer sheets to their Regional Information Center (RIC)/scanning center by June 16, 2024. For additional information please visit [Office of Information and Reporting Services'](#) website.

Regents: Schools administering Regents Examinations must submit their answer sheets to their Regional Information Center (RIC)/scanning center. Contact your RIC for specific due dates.

Visit the Office of State Assessment's website for [Testing Schedule](#) information.