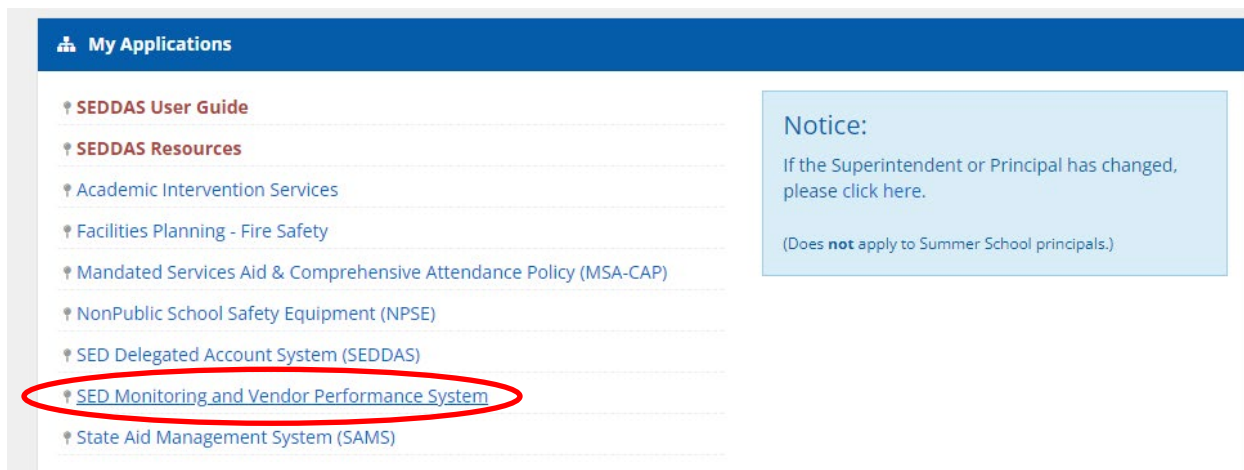


Local School Authority (LSA) Substantial Equivalency Reporting Survey Instructions

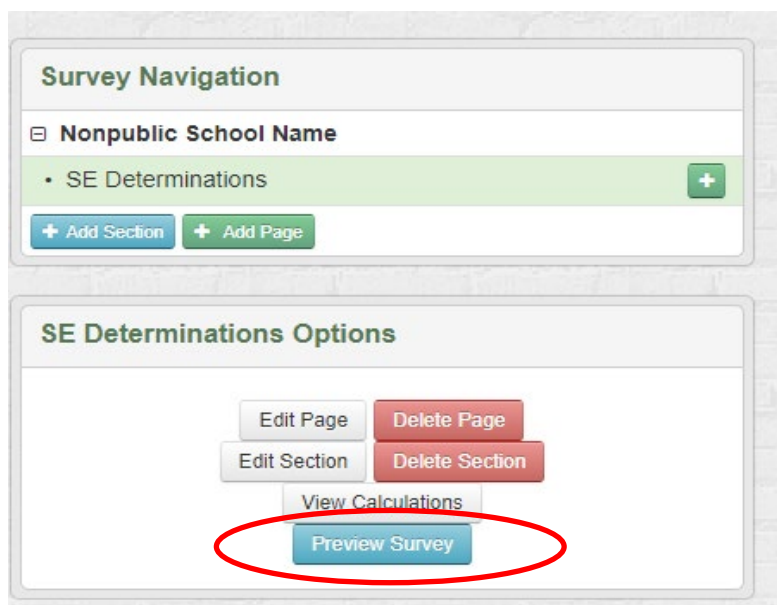
New York State Education Department
Office of Religious and Independent School Support (ORISS)

Accessing the SE Survey via the NYSED Business Portal



Log in¹ to the SED Monitoring and Vendor Performance System through the [NYSED Business Portal](#). Once logged in, select “ORISS.” This will display a list of available surveys. Select “Substantial Equivalence Local School Authorities List.”

Click on “Preview Survey” to access the survey.



¹ For assistance with locating your User ID or password, see Appendix I on page 12.

SE Survey Instructions

Section 1 – R/Is with BEDS Codes

Please note that any R/I that received a BEDS code between January and June may not be listed in this section and should be added to Section 2.

The following information will be prepopulated:

- **Column 1: Religious & Independent School Institution Name (R/I)**
- **Column 5: R/I Corporate Name**
- **Column 6: R/I BEDS Number**
- **Column 7: R/I Institution ID**
- **Column 8: ORISS Institution ID**



Please review the list of religious and independent schools within your district and enter substantial equivalency information.

- 853 schools are approved "private" special education schools.
- 4201 are state run and "state-supported" (such as the School for the Deaf and School for the Blind).

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Religious & Independent School Institution Name (R/I)	Physical street address of R/I (not mailing address) *	City/Town/Village of R/I *	Zip Code of R/I *	R/I Corporate Name	R/I BEDS Number	R/I Institution ID	ORISS Institution ID

The LSA is expected to verify information for schools within its boundaries. If an R/I is listed on a survey, but is no longer within the LSA's boundaries, indicate as such by checking the appropriate selection in Columns 9, 10, and 11b.

The following columns should be verified (if filled in) or completed (if blank):

- **Column 2: Physical Street Address of R/I (NOT the mailing address)**
- **Column 3: City/Town/Village of R/I**
- **Column 4: Zip Code of R/I**



Please review the list of religious and independent schools within your district and enter substantial equivalency information.

- 853 schools are approved "private" special education schools.
- 4201 are state run and "state-supported" (such as the School for the Deaf and School for the Blind).

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Religious & Independent School Institution Name (R/I)	Physical street address of R/I (not mailing address) *	City/ Town/ Village of R/I *	Zip Code of R/I *	R/I Corporate Name	R/I BEDS Number	R/I Institution ID	ORISS Institution ID

■ Column 9: Grade Levels R/I Operates – check all that apply

Check all that apply or select from one of the “NA” (not applicable) options.

- ☐ Pre-K
- ☐ Kindergarten
- ☐ 1st Grade
- ☐ 2nd Grade
- ☐ 3rd Grade
- ☐ 4th Grade
- ☐ 5th Grade
- ☐ 6th Grade
- ☐ 7th Grade
- ☐ 8th Grade
- ☐ 9th Grade
- ☐ 10th Grade
- ☐ 11th Grade
- ☐ 12th Grade
- ☐ Ungraded
- ☐ NA-School closed
- ☐ NA-School is not in this district

■ Column 10: SE Pathway

This is the pathway chosen by the R/I. Please note that some of these options require additional columns to be completed. If additional columns need completion, they are noted below.

- ☐ 1). Registered high schools and their affiliated lower grade programs (*Complete Columns 16a, 16b, 16c, and 16d*)
- ☐ 2). State-approved private special education schools, state-operated, or state-supported schools (*Complete Columns 17a, 17b, and 17c*)
- ☐ 3). Accreditation by an approved accreditor (*Complete Columns 18a and 18b*)
- ☐ 4). Schools with International Baccalaureate programs

- 5). Federally approved schools
- 6). Regular use of approved assessments demonstrating academic progress (*Complete Columns 19 through 22 for elementary schools and/or Columns 23 through 26 for secondary schools*)
- 7a). Traditional approach of LSA review by LSA
- 7b). Traditional approach of LSA recommendation for Commissioner's Determination (Felder School)
- N/A - R/I is not required to report. R/I does not have compulsory age students.
- N/A - R/I is not required to report. R/I is in the first two years of operation.
- N/A - R/I is not required to report. R/I is not in district.

▪ **Column 11a: Original Reporting in December SE Survey (Informational purpose only – DO NOT CHANGE)**

This information was provided in the December 1, 2024 survey submission. It should **not** be changed.

▪ **Column 11b: SE Pathway Verification (Pathways 1-6) / Determination or Recommendation (Pathway 7) Status**

The LSA should select the current status of the R/I from the options below. Please note that some of these options require an upload and/or additional columns to be completed.

- Pathway 1-6 only: R/I has been deemed SE through verification of documentation.
- Pathway 7 only: LSA has rendered a final positive substantial equivalency determination. R/I found to be SE. (*Upload a 1-2 page summary of the basis of the LSA's determination and the reason(s) therefore in Column 13.*)
- Pathway 7 only: LSA has rendered a preliminary negative determination.
- Pathway 7 only: LSA has rendered a final negative determination. (*Upload a 1-2 page justification for the LSA's determination in Column 13.*)
- Pathway 7 only: LSA has rendered a recommendation for Commissioner's determination. (*Please email recommendation and relevant supporting documentation to SESsupport@nysed.gov and Commissioner@nysed.gov.*)
- R/I is still under review due to extenuating circumstances. (*A reason must be indicated in Column 14.*)
- R/I has been unresponsive. (*Complete Column 15 and check all the methods the LSA used to attempt to obtain SE information from R/I.*)
- R/I is not required to report: school does not have compulsory age students.
- R/I is not required to report: school is in the first two years of operation.
- R/I is not required to report: school is not in LSA's geographical boundaries.

▪ **Column 12: Date of SE Verification/Determination/Recommendation**
Enter the date the LSA made the verification, determination, or recommendation for Column 11b selection.

Please select the appropriate month, day, and year the LSA made its decision.

- **Column 13: Upload the LSA’s 1-2 page summary of the final positive determination or justification for the final negative determination.**

For more information on reporting positive and negative determinations, please visit the [Substantial Equivalency Resources](#) webpage to view the Part 130 Regulations of the Commissioner and the Substantial Equivalency Implementation Guidance.

The following are acceptable file formats: PDF or Microsoft Word document. Please do not provide links to any cloud sharing applications (i.e., Google Drive, Dropbox, OneDrive, etc.).

The summary for a final positive determination or a justification for a final negative determination should include ***all*** criteria as listed on page 23 of the Substantial Equivalency Implementation Guidance and per Part 130.6(b)(1)(iii). Some required criteria include, **but are not limited to:**

- At least one site visit to each R/I by the LSA was performed (Part 130.5 (b)).
- Notification to each R/I administration of the date of the board meeting at which the LSA will consider the matter of SE (outside of NYC only) (Part 130.6(b)(1)(ii)).
- Each R/I was given the opportunity to present additional material and/or a written statement to the LSA prior to the board meeting (outside NYC only) (Part 130.6(b)(1)(iii)).

- **Column 14: If school is still under review due to extenuating circumstances, as indicated in your Column 11b selection, briefly explain.**

Please provide specific reasons that the statutory deadline has not been met.

- **Column 15: No Response from R/I school**
Please indicate the methods you used to attempt to obtain an SE pathway selection from R/I.

Select all that apply.

- Email
- Phone
- Certified Mail
- In-person

- **Columns 16a-d: Pathway #1**

These four columns are for the R/Is selecting Pathway 1: Registered School. Columns 16a and 16b are typically prepopulated. If you believe an R/I is a registered high school, but does not appear on the list, you may confirm its status by viewing the “Religious and Independent (Nonpublic) Schools Registration Status (Active, Registered/Registration Pending, Statewide)” report on the [SED Public Reports Portal](#).

Columns 16c and 16d only need to be completed if they apply.

<u>Column 16a</u>	<u>Column 16b</u>	<u>Column 16c</u>	<u>Column 16d</u>
PATHWAY #1	PATHWAY #1	PATHWAY #1	PATHWAY #1
For R/Is that are registered, this is the Registration Start Date.	For R/Is that were registered in the past, this is the High School Registration End Date.	For those middle or elementary schools choosing Pathway #1, list the registered high school name.	For those middle or elementary schools choosing Pathway #1, list the registered high school BEDS number.

▪ Column 17a-c: Pathway #2

These three columns are for the R/Is selecting Pathway 2: 853-State Approved, 4201-State Supported, and Other State-Operated schools. Columns 17a and 17b are typically prepopulated with a “Y.” If you believe an R/I fits this criteria, but was not prepopulated, please visit the Office of Special Education’s [Approved Special Education Programs \(Preschool and School-Age\)](#) webpage to verify if the school is a Pathway 2 school. The Office of Special Education website can also be used to verify if a school fits the criteria for “Other State-Operated Schools” in Column 17c.

<u>Column 17a</u>	<u>Column 17b</u>	<u>Column 17c</u>
PATHWAY #2	PATHWAY #2	PATHWAY #2
853-State Approved Private Special Education School	4201-State - Supported	Other State - Operated Schools

▪ Column 18a-b: Pathway #3

These two columns are for the R/Is selecting Pathway 3: Accreditation. Select the approved accreditor and accreditation expiration date. The following are the **only** Department-approved accreditors as of the date of the survey’s publication:

- Adventist Accreditation Association (North American Division)
- American Montessori Society
- Association of Christian Schools International (ACSI)
- Association of Waldorf Schools of North America
- Cognia, Inc.

- Council of Islamic Schools in North America
- Middle States Association
- National Accrediting Board of Merkos L'Inyonei Chinuch (NABMLIC)
- National Lutheran School Accreditation (NLSA)
- New England Association of Schools and Colleges
- New York State Association of Independent Schools (NYSAIS)

▪ **Columns 19a-c, 20a-c, 21a-c, and 22a-c: Pathway #6** (elementary schools grades 3-6)

For schools selecting **Assessments**, each assessment requires completion of three columns – a, b, and c for each numbered column. For example, if the Iowa Assessments are selected in Column 19a, Columns 19b and 19c should be completed for how the Iowa Assessments are used in that school.

Only one assessment may be selected in each of Columns 19a, 20a, 21a, and 22a. Each R/I can have up to four different assessments to meet the requirements.

- ERB Comprehensive Testing Program
- IOWA Assessments
- NYS Alternative Assessment (NYSAA)
- NYS Elementary-level Science Test (Grade 5)
- NYS English as a Second Language Achievement Test (NYSESLAT)
- NYS Grades 3-8 English Language Arts & Mathematics Test
- TerraNova

In Columns 19b, 20b, 21b, and 22b, select all the applicable grade(s) that use the assessment cited respectively in Columns 19a, 20a, 21a, and 22a.

- Grade 3 assessment
- Grade 4 assessment
- Grade 5 assessment
- Grade 6 assessment
- Assessment for ungraded elementary students

In Columns 19c, 20c, 21c, and 22c, select all the applicable subject(s) that the assessment cited respectively in Columns 19a, 20a, 21a, and 22a covers. Per the Substantial Equivalency Implementation Guidance, the assessments must cover elementary (grades 2-6) for at least math and English.

- ELA
- Math
- Science
- Social Studies

▪ **Columns 23a-c, 24a-c, 25a-c, and 26a-c: Pathway #6** (secondary schools grades 7-12)

Each assessment requires completion of three columns – a, b, and c. For example, if the NYS Regents Exams are selected in Column 23a, then Columns 23b and 23c should also be completed for how the NYS Regents Exams are used in that school.

For Columns 23a, 24a, 25a, and 26a, only one approved assessment per column can be selected. Each R/I can have up to four different assessments to meet the requirements. The following are the **only** Department-approved assessments as of the date of the survey's publication.

- ERB Comprehensive Testing Program
- IOWA Assessments
- NYS Alternative Assessment (NYSAA)
- NYS English as a Second Language Achievement Test (NYSESLAT)
- NYS Grades 3-8 English Language Arts & Mathematics Test
- NYS Intermediate-level Science Test (Grade 8)
- NYS Regents Exams
- Pre-ACT and ACT (both must be administered at the applicable grade level)
- PSAT and SAT (both must be administered at the applicable grade level)
- TerraNova

For Columns 23b, 24b, 25b, and 26b, select all the applicable grade(s) that use the assessment cited Columns 23a, 24a, 25a, and 26a, respectively.

- Grade 7 assessment
- Grade 8 assessment
- Grade 9 assessment
- Grade 10 assessment
- Grade 11 assessment
- Grade 12 assessment
- Assessment for ungraded secondary students

For Columns 23c, 24c, 25c, and 26c, select all applicable subjects that are covered by the assessments cited in Columns 23a, 24a, 25a, and 26a, respectively. Per the Substantial Equivalency Implementation Guidance, the assessment must include:

- Intermediate (grades 7-8): at least math, English, and science
- Secondary (grades 9-12): all core subjects - math, English, science, and social studies

Section 2 - R/Is Not Listed in Section 1

Include additional religious and independent school(s) in your geographic boundaries.

2 Complete this section for any religious or independent schools in your district that were not included above, including schools that do not have a BEDS number.

Column 1 Religious & Independent School Institution Name (R/I)	Column 2 Physical street address of R/I (not mailing address)	Column 3 City/Town/Village of R/I	Column 4 Zip Code of R/I	Column 5 R/I Corporate Name	Column 6 R/I BEDS Number	Column 7 R/I Institution ID	Column 8 ORISS Institution ID	Column 9 Grade Levels the R/I operates - check all that apply	Column 10 SE Pathway (This information is due December 1, 2024.)	Column 11 SE F (Patl Dete Rec (Patl
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Section 3 - No R/I within the LSA Geographic Boundaries

Check this box if there are no R/Is within the LSA’s geographic boundaries.

3 Please check the box below indicating that there are no religious or independent schools within your geographical boundaries.

☐ There are no religious or independent schools within this district's geographical boundaries.

Sections 4 and 5 - LSA Attestations

By submitting this survey, the individual completing the LSA is attesting that the information submitted is accurate to the best of their knowledge.

Attestations

4

Attestation regarding R/Is selecting Pathway 7 - As per the Regulations 130.7(c), for those R/Is selecting Pathway 7, please check the box to attest that the Date of SE Determination (Column 12) indicates the following: *

☐ I attest that the entries in the survey reflect whether the LSA has or has not yet made final substantial equivalency determinations and recommendations for the Pathway 7 R/Is within its boundaries and, for R/Is for which no final substantial equivalency determination or recommendation has been made, the date on which it is anticipated to be made (8 NYCRR 130.7(c)).

☐ There are no R/Is within the geographic boundaries that have selected Pathway 7.

5

Attestation for all LSAs *

☐ I attest that the information provided is true and correct to the best of my knowledge and adheres to Part 130 of the Commissioner's Regulations relating to religious and independent schools and substantially equivalent instruction for religious and independent school students.

Questions?

Contact the Office of Religious and Independent School Support:

- Email: SEsupport@nysed.gov
- Phone: 518-473-8202

Appendix I

Username Assistance

A CEO or Delegated Account Administrator of the school can look up User IDs if the CEO or DA/EA has difficulty locating their username. An e-mail can be sent to the SEDDAS Help Desk to request the correct User ID at SEDDAS@nysed.gov.

Password Assistance

1. Go to the [NYSED Business Portal](#) website.
2. On the top of the right-hand side, click on Reset Password.
3. Enter your username and email address then click in the check box next to where it says, “I’m not a robot.”
4. Click the Submit button.
5. You may be prompted to answer random questions for the reCAPTCHA system.
6. You will then get a confirmation page and an email will be sent to you to finish changing your password.
7. In your email, click the link that says “Reset Password.”
8. A new site will open, and you will choose your new password there. Enter it twice. The page will inform you if it is not correct or if you have used it before.
9. Go back [NYSED Business Portal](#) and enter your username and new password.

There is a separate [Business Portal Password Reset/Unlock Account](#) information document if you need additional assistance.