



# Substantial Equivalency

Local School Authority (LSA) Substantial Equivalency  
Reporting

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

# Local School Authority (LSA) Substantial Equivalency Reporting

- New York State compulsory education law places the primary responsibility for confirming that students attending nonpublic schools are receiving substantially equivalent (SE) instruction upon Local School Authorities (LSAs). SE is based upon the provision of instruction required by the Education Law as enumerated in section 130.9 of Commissioner's regulations. The regulation creates pathways through which religious and independent schools (R/Is) can demonstrate that their instruction meets SE requirements.
- Completing the SE form will provide LSAs with a means of reporting the SE status of the R/Is located within their boundaries, as per [Part 130](#) of the Commissioner's Regulations.

# Local School Authority (LSA) Substantial Equivalency Reporting *(continued)*

- September 1, 2024 – LSAs should report the following for each R/I within its boundaries:
  - The requested survey data for any R/Is that serve [compulsory age children](#)<sup>1</sup>, and
  - The date the last SE determination was made, if known.
- December 1, 2024 – SE reporting of pathways is due.

<sup>1</sup> Compulsory aged children are ages 6 to 16 in most jurisdictions, with a maximum age of 17 in others.

# Accessing the SE Survey via the NYSED Business Portal

## Username Assistance

A CEO or Delegated Account Administrator (DA) of the school can look up User IDs. If the CEO or DA/EA2 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](mailto:SEDDAS@nysed.gov).

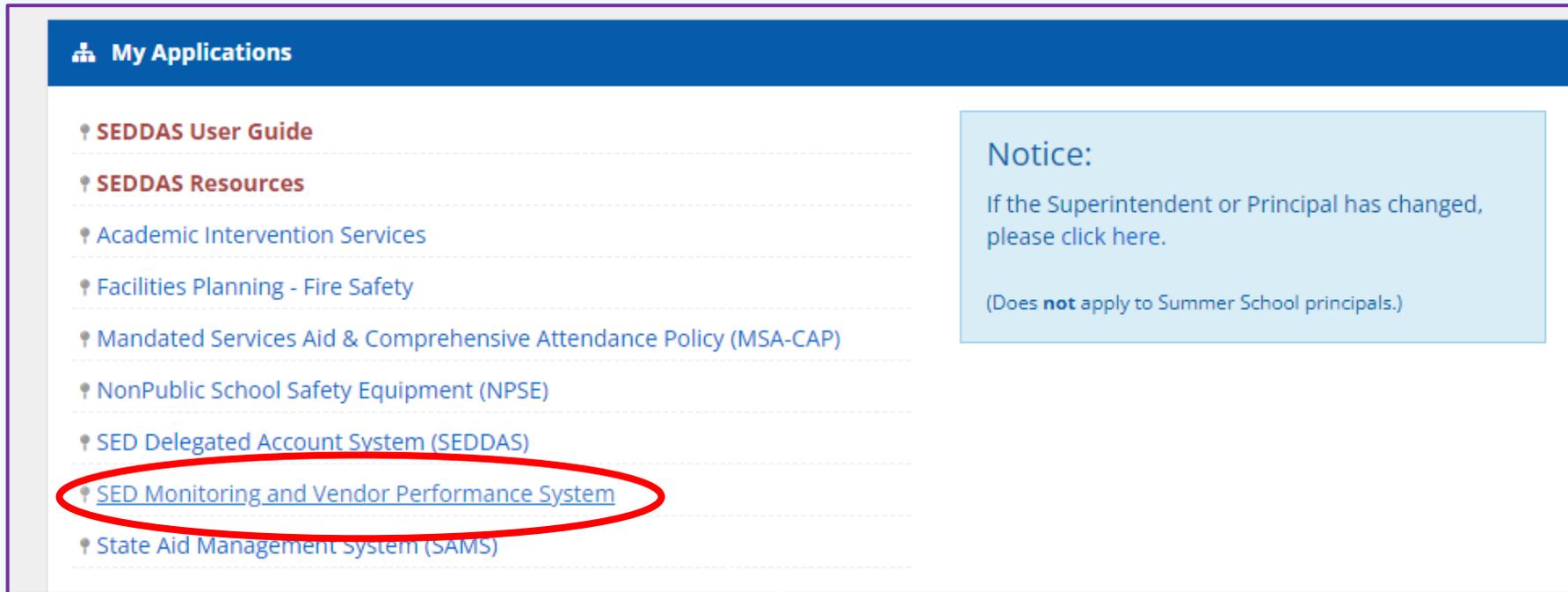
## Password Assistance

1. Go to the [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 to the [Business Portal](#) and enter your username and new password.

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

<sup>2</sup> EA is an abbreviation for entitlement administrator.

# Accessing the SE Survey via the NYSED Business Portal (*continued*)



**My Applications**

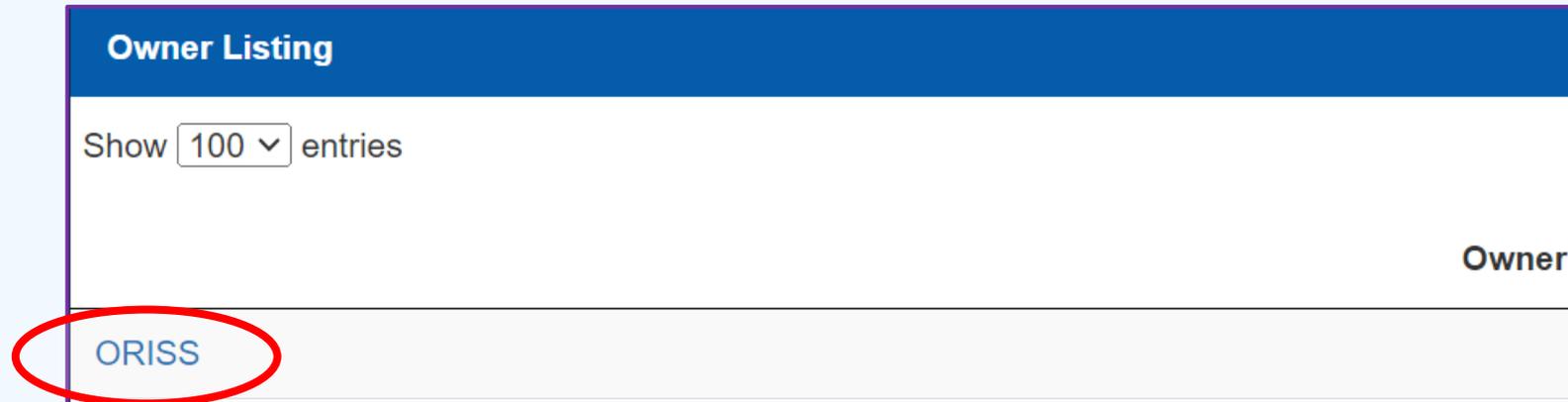
- † SEDDAS User Guide
- † SEDDAS Resources
- † Academic Intervention Services
- † Facilities Planning - Fire Safety
- † Mandated Services Aid & Comprehensive Attendance Policy (MSA-CAP)
- † NonPublic School Safety Equipment (NPSE)
- † SED Delegated Account System (SEDDAS)
- † **SED Monitoring and Vendor Performance System**
- † State Aid Management system (SAMS)

**Notice:**  
If the Superintendent or Principal has changed, please click here.  
(Does **not** apply to Summer School principals.)

Once the user has accessed the Business Portal, under “My Applications”, select “SED Monitoring and Vendor Performance System.”

# Accessing the SE Survey via the NYSED Business Portal (*continued*)

Select “ORISS,” then a list of surveys that the user has access to will be displayed.



Owner Listing

Show  entries

	Owner
ORISS	

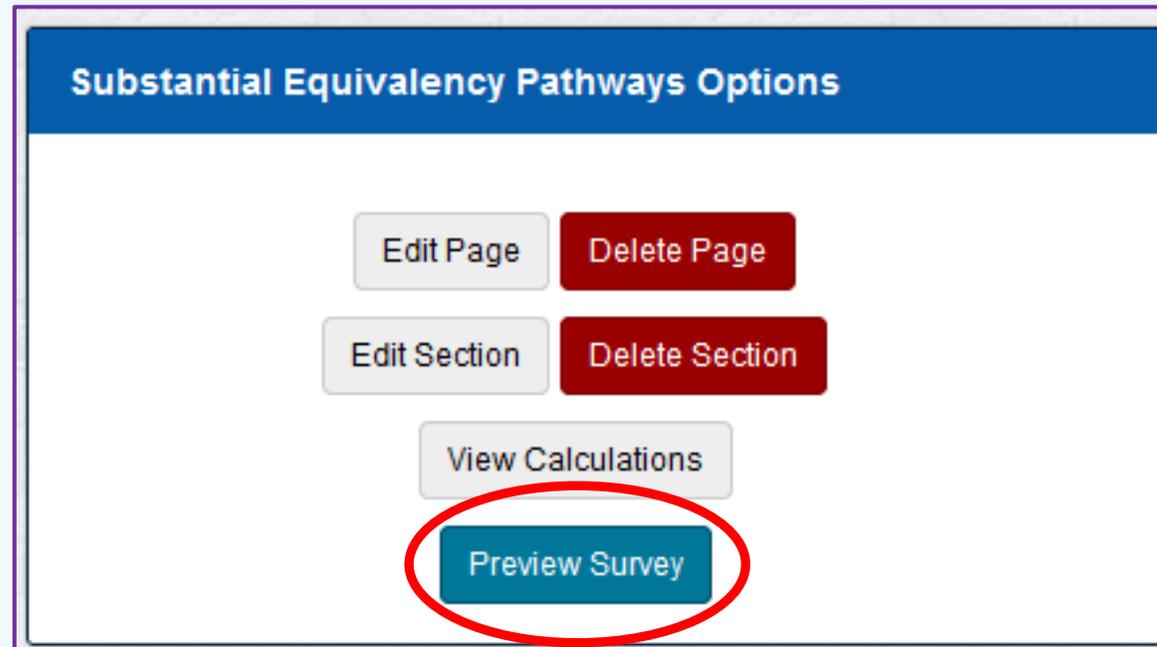
# Accessing the SE Survey via the NYSED Business Portal (*continued*)

The user should select “Local School Authority (LSA) Substantial Equivalency Reporting” from the available list of surveys.

Local School Authority (LSA) Substantial Equivalency Reporting

# SE Survey Instructions

Click on “Preview Survey” to view survey instructions.



# LSA Substantial Equivalency Survey

The SE survey includes 4 sections:

- Section 1 – LSAs are required to review the list of R/Is within their geographical boundaries and enter SE information.
- Section 2 – LSAs have the option to manually enter information for schools that are not listed in Section 1.
- Section 3 – This section is to be completed by LSAs that do not have any R/Is within their boundaries.
- Section 4 – This is a required section where the LSA attests that the information provided is true and correct to the best of their knowledge and adheres to Part 130 of the Commissioner’s Regulations.

# Addressing Feedback from the New York State Education Department (“Department”)

Before completing the 2024-2025 school year’s SE survey, please note that feedback will be provided by the Department in the following ways:

- For some LSAs whose surveys required correction from the 2023-2024 school year, the feedback can be found in the comments section in the lower left-hand corner of the survey.
- For LSAs whose survey gets returned during the 2024-2025 school year, the feedback can be found in the notes area below each section.

*Please ensure all feedback is addressed before submitting.*

## Section 1 – SE Prepopulated Information

The information listed below will be prepopulated. The LSA is expected to verify this information.

- Religious & Independent School Institution Name (*column 1*)
- Corporate Name (*column 5*)
- BEDS Number (if applicable) (*column 6*)
- Institution ID (*column 7*)
- Office of Religious and Independent School Support (ORISS) (*column 8*)
- HS Registration Start Date (if applicable) (*column 13a*)
- HS Registration End Date (if applicable) (*column 13b*)
- 853 (State Approved Private Special Education School) indicator (*column 14a*)
- 4201 (State-Supported School) indicator (*column 14b*)

# Section 1 – Grade Levels

Check all the boxes next to the grade levels the R/I serves. (*Column 9*)

*Note: Grade Level is a required field (\*).*

Column 9

**Grade  
Levels R/I  
operates -  
check all  
that apply \***

## Section 1 – Pathway Selection

For the September 1, 2024 survey submission, verify if each R/I that was prepopulated is within the LSA's boundaries. If a pathway has been selected, the Date of SE Determination field may be left blank if no final determination has been made. *(Columns 10 – 12)*

<u>Column 10</u> SE Pathway (This information is due December 1, 2024)	<u>Column 11</u> SE Determination Status *	<u>Column 12</u> Date of SE Determination - The date the LSA determines SE status (Complete now if information is available. Attestations are due December 1st.)
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By December 1, 2024:

- R/Is should select their SE pathway, and
- LSAs must submit an attestation in the portal regarding the status of SE determinations.

# Section 1 – Pathway Selection (*continued*)

## SE Pathway (Column 10)

Select the R/I's SE pathway from the drop-down menu. This can be completed for the September 1st reporting, if known, but the final SE pathway selection will be due December 1, 2024.

*Note: Pathways 1, 2, 3, & 6 have additional columns to complete. Pathways 4, 5, & 7 do not have additional columns.*

### Column 10

### **SE Pathway**

**(This information is due December 1, 2024)**

#### Please Select

- 1). Registered high schools and their affiliated lower grade programs
- 2). State-approved private special education schools, state-operated, or state-supported schools
- 3). Accreditation by an approved accreditor
- 4). Schools with International Baccalaureate programs
- 5). Federally approved schools
- 6). Regular use of approved assessments demonstrating academic progress
  - 7a). Traditional approach of Local School Authority (LSA) review by LSA
  - 7b). Traditional approach of Local school authority (LSA) recommendation for Commissioner's Determination (Felder School)

# Section 1 – Pathway Selection (*continued*)

## SE Determination Status (Column 11)

Select the SE Determination Status from the drop-down menu.

*Note: SE Determination Status is a required field(\*).*

Column 11

**SE  
Determination  
Status \***

Please Select

School is found to be substantially equivalent

School is developing a timeline and plan to become SE

School is found to be NOT substantially equivalent

School is under review to determine SE status

School is not required to report - school does not have compulsory age students

School is not required to report - school is in the first two years of operation

School is not required to report - school is not in district

## Section 1 – Pathway Selection (*continued*)

### SE Determination Date (Column 12)

For the September 1, 2024 survey submission, if the SE Determination is known, enter the date in this field or verify the prepopulated information. Otherwise, this field may be left blank at this time.

By December 1, 2024:

- LSAs must submit an attestation in the NYSED Business portal regarding the status of SE determinations.
- LSAs must either enter the date on which such determination or recommendation was made or is anticipated to be made.

*Note: The anticipated date must be no later than June 30, 2025. The SE determination date is not the date the school obtained a charter or consent with NYSED, obtained accreditation from an outside source, or became a registered high school.*

#### Column 12

Date of SE Determination - The date the LSA determines SE status

(Complete now if information is available. Attestations are due December 1st.)

## Section 1 – Pathway Selection (*continued*)

### SE Determination Reminder

Per Part 130.6 (c), once a final determination has been made, the LSA shall provide written notification of the decision within 30 days to:

- The nonpublic school administrator,
- The superintendent(s) of schools of each of the districts which have resident students enrolled in the nonpublic school, and
- NYSED in a form and manner prescribed by the Commissioner (currently through the “Local School Authority (LSA) Substantial Equivalency Reporting” survey in the NYSED Business Portal).

# Section 1 – Pathway 1

For those R/I's choosing Pathway 1 (High School Registration), enter the HS Registration Start and End Dates (as applicable). Please complete or verify the information in all four columns 13a-13d.

*Note: The registration start date is not the date the school obtained a charter or consent with NYSED or received accreditation from an outside agency. It is the date the school became registered. Registration status needs to be active through June 30th of the year the R/I is choosing this pathway.*

<p><u>Column 13a</u> PATHWAY #1 For R/I's that are registered, this is the Registration Start Date</p>	<p><u>Column 13b</u> PATHWAY #1 For R/I's that were registered in the past, this is the High School Registration End Date</p>	<p><u>Column 13c</u> PATHWAY #1 For those middle or elementary schools choosing Pathway #1, list the registered high school name</p>	<p><u>Column 13d</u> PATHWAY #1 For those middle or elementary schools choosing Pathway #1, list the registered high school BEDS number</p>
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## Section 1 – Pathway 2

For those schools choosing Pathway 2, indicate which type of school the R/I is:

- 853 State-Approved Private Special Education School,
- 4201 State-Supported School, or
- Other State-Operated School.
- Please complete or verify the information in all three columns 14a-14c.

<u>Column 14a</u>	<u>Column 14b</u>	<u>Column 14c</u>
PATHWAY #2	PATHWAY #2	PATHWAY #2
853-State Approved Private Special Education School	4201-State Supported	Other State - Operated Schools

# Section 1 – Pathway 3

For those schools choosing Pathway 3 (Accreditation):

- Select or verify the approved accreditor from the list provided in column 15a.
- Provide or verify the date that the current accreditation expires in column 15b.

*Note: Obtaining a charter, consent, or registration through NYSED is not accreditation. Accreditation is obtained by an outside third-party organization.*

<b>Column 15a</b> <b>PATHWAY #3</b> <b>For R/Is choosing Pathway #3, select the approved accreditor</b>	<b>Column 15b</b> <b>PATHWAY #3</b> <b>For R/Is choosing Pathway #3, enter the accreditation expiration date</b>
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Please Select
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)

# Section 1 – Pathways 4, 5, & 7

## Pathway 4: International Baccalaureate (IB) Programs

For more information on a school's approved participation in an IB program, please consult the [IB program website listing](#) (link is external).

*Note: Religious and independent school programs that are online-only do not qualify under this pathway.*

## Pathway 5: Federally Approved Schools

There is currently one federally approved school: West Point Middle School.

## Pathway 7: Local Reviews

The goal of the local review process is to confirm that the R/I school is providing instruction in line with the requirements of the Education Law to its students of compulsory education age.

Choose either LSA determination or LSA recommendation for Commissioner Determination (Felder School). For more information on which schools qualify for a Commissioner Determination (Felder School), please visit the [Substantial Equivalency](#) webpage.

***There are no additional columns in the survey relating to Pathways 4, 5, or 7.***

# Section 1 – Pathway 6

For those schools choosing Pathway 6 (Assessments), check the box/boxes of approved assessment(s) that the R/I uses. Please see the [Substantial Equivalency Implementation Guidance](#) for additional information on which schools are eligible to use this pathway.

*Note: This list is subject to change as assessments are approved. Only one assessment may be selected at a time. Once selected, check the boxes of the grades and subjects that coordinate with that assessment. Up to four assessments may be reported in the table. Please complete or verify the information in all columns as needed.*

**Column 16a**  
**PATHWAY #6 - Assessment #1**  
 For elementary R/I's choosing Pathway #6 (students in Grades 2-6), select an assessment used (see additional columns if more than one assessment is used)

- ERB Comprehensive Testing Program
- IOWA Assessments
- NYS Elementary-level Science Test (Grade 5)

- NYS English as a Second Language (NYSESLAT)
- NYS Grades 3-8 English Language Arts & Mathematics Test
- TerraNova

**Column 20a**  
**PATHWAY #6 - Assessment #1**  
 For secondary R/I's choosing Pathway #6 (students in Grades 7-12), select an assessment used (see additional columns if more than one assessment is used)

- ERB Comprehensive Testing Program
- IOWA Assessments
- NYS English as a Second Language (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

Columns 16a-19c are for elementary level students (Grades 2-6).

Columns 20a-23c are for secondary level students (Grades 7-12).

# Section 1 – Pathway 6 (continued)

For those schools choosing Pathway 6 (Assessments), check the box/boxes for the grade levels and subjects that each assessment is used for. There are sections for elementary level students (Grades 2-6) and secondary level students (Grades 7-12).

<p><b>Column 16b</b> PATHWAY #6 - Assessment #1  For elementary R/I's choosing Pathway #6 (students in Grades 2-6), select the grade(s) that assessment #1 is used for (Check all that apply)</p>	<p><input type="checkbox"/> Grade 2 assessment <input type="checkbox"/> Grade 3 assessment <input type="checkbox"/> Grade 4 assessment <input type="checkbox"/> Grade 5 assessment <input type="checkbox"/> Grade 6 assessment <input type="checkbox"/> Assessment for ungraded students</p>	<p><b>Column 16c</b> PATHWAY #6 - Assessment #1  For elementary R/I's choosing Pathway #6 (students in Grades 2-6), select the subject(s) that assessment #1 is used for (Check all that apply)</p>	<p><input type="checkbox"/> ELA <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies</p>	<p><b>Column 20b</b> PATHWAY #6 - Assessment #1  For secondary R/I's choosing Pathway #6 (students in Grades 7-12), select the grade(s) that assessment #1 is used for (Check all that apply)</p>	<p><input type="checkbox"/> Grade 7 Assessment <input type="checkbox"/> Grade 8 Assessment <input type="checkbox"/> Grade 9 Assessment <input type="checkbox"/> Grade 10 Assessment <input type="checkbox"/> Grade 11 Assessment <input type="checkbox"/> Grade 12 Assessment <input type="checkbox"/> Assessment for Ungraded Students</p>	<p><b>Column 20c</b> PATHWAY #6 - Assessment #1  For secondary R/I's choosing Pathway #6 (students in Grades 7-12), select the subject(s) that assessment #1 is used for (Check all that apply)</p>	<p><input type="checkbox"/> ELA <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies</p>
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Columns 16a-19c are for elementary level students (Grades 2-6).

Columns 20a-23c are for secondary level students (Grades 7-12).

## Section 1 – LSA Communication with R/I

For schools that have been unresponsive, complete the column indicated below and select the box/boxes that apply. (*Column 24*)

<p><u>Column 24</u></p> <p>No Response from R/I school</p> <p>Please indicate the ways you have attempted to obtain SE pathway from R/I</p>	<p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Certified Mail</p> <p><input type="checkbox"/> In-Person</p>
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# Section 1 – Boundary Identification

For R/I's who are not in the LSA's boundaries, complete the column indicated.  
(*Column 25*)

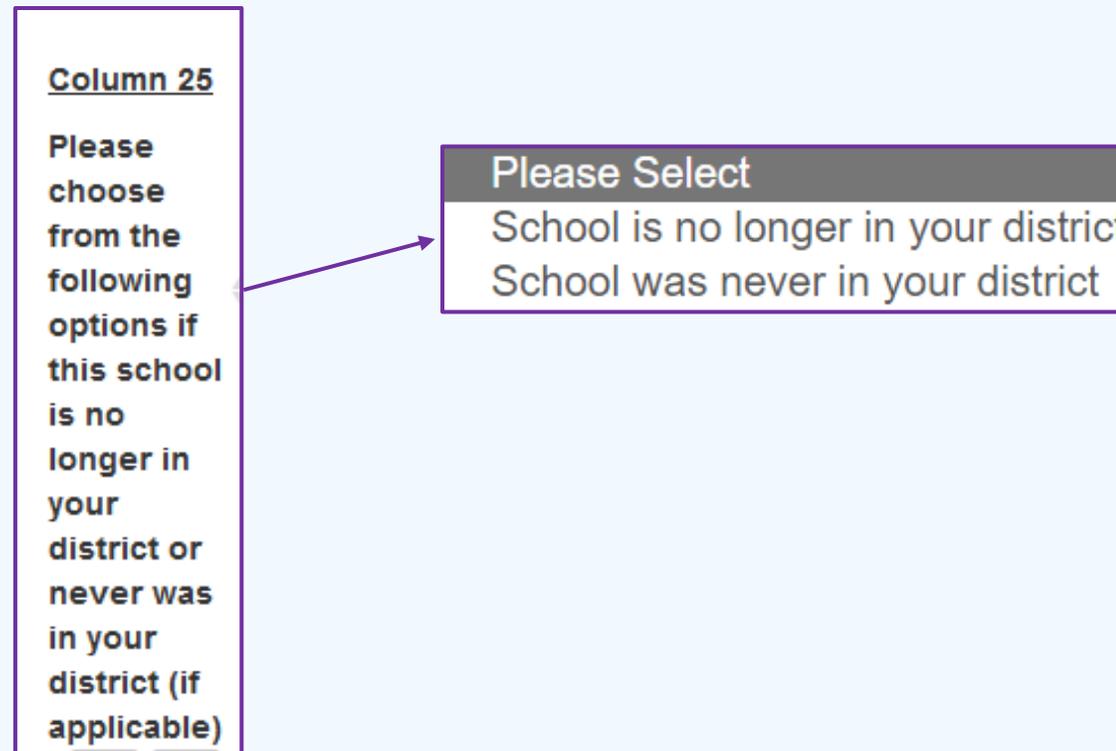
Column 25

Please choose from the following options if this school is no longer in your district or never was in your district (if applicable)

Please Select

School is no longer in your district

School was never in your district

A diagram illustrating the data entry process for Column 25. On the left, a yellow box contains the instruction: "Please choose from the following options if this school is no longer in your district or never was in your district (if applicable)". A purple arrow points from this box to a dropdown menu on the right. The dropdown menu has a dark grey header that says "Please Select" and two white options: "School is no longer in your district" and "School was never in your district".

## Section 2 – List Additional Religious & Independent School(s) in Your Geographic Boundaries Not Already Listed in Section 1

Add survey information for any schools that were not included above, including schools that do not have a BEDS number.

**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.

Report Title: Additional Religious and Independent School Information

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

## Section 3 – To Be Completed if No Religious and Independent Schools are Within Your Boundaries

For districts that do not have any religious or independent schools within their boundaries, please check the box in Section 3.

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

Report Title: No Religious/Independent Schools within boundary

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

## Section 4 - LSA Attestation

By checking the box below, the LSA is attesting that the information submitted is accurate to the best of their knowledge.

4

Attestation \*

Report Title: Attestation

- 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](mailto:SEsupport@nysed.gov)
- Phone: 518-473-8202

