



SEDMON Preschool Variances

Overview/Guide: June 2023



Agenda



Goals/Purpose



Survey Walkthrough

Preschool Variance by Notification

Preschool Variance by Approval



Additional Information

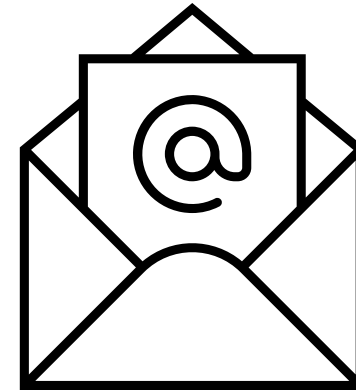
Goals/Purpose

- Identify the changes in the Preschool Variance process,
- Complete a Preschool Variance by Notification,
- Complete a Preschool Variance by Approval, and
- Identify where to find additional information.



What has changed?

- Surveys are completed online
 - Paper copies are **not** submitted via e-mail, fax, or USPS
- Acknowledgements are sent via e-mail
 - Paper copies are **not** sent via USPS
- Approvals are sent via e-mail
 - Paper copies are **not** sent via USPS



Accessing SEDMON Preschool Variance Surveys

- The task of inputting information can be delegated by the CEO through the State Education Department Delegated Account System (SEDDAS).
- The CEO retains exclusive rights to submit and certify surveys.
- <https://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf>
- <https://www.p12.nysed.gov/seddas/guides/monitoring-vendor-performance-system-mini-guide.pdf>

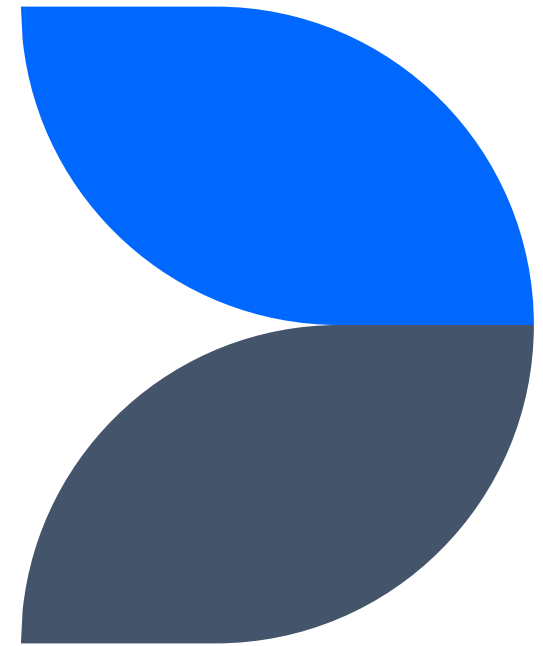
- Log into the Business Portal (<https://portal.nysed.gov/abp>)
- Choose **SED Monitoring and Vendor Performance System** under *My Applications*

Delegating Rights in SEDMON via SEDDAS



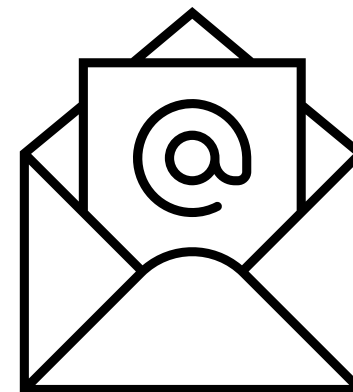
Preschool Variance by Notification

1st student over-enrollment



Acknowledgement E-Mail

- Replaces physical letter previously sent via USPS
- Sent from ITS-SEDMON@nysed.gov or preschoolvariance@nysed.gov
- Sent to e-mail address linked to CEO
- Subject line will read *Acknowledgement for Preschool Class Size Variance by Notification [2/10]-month Notification*
- First line is the Identifying Label
 - Does not include student name or other Personal Identifiable Information (PII)



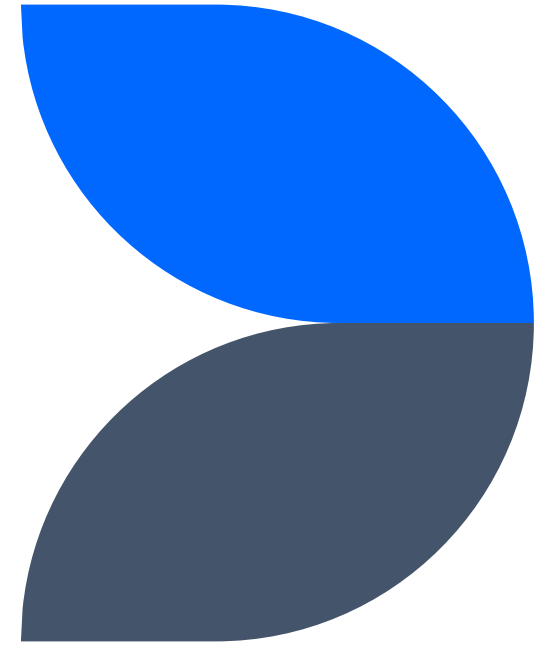
Remember...

<ul style="list-style-type: none">• 2-month cycle<ul style="list-style-type: none">• July – August• Opens May 1st• Closes August 31st• 10-month cycle<ul style="list-style-type: none">• September – June• Opens August 1st• Closes June 30th	<p>Preschool Variance by Notification is a 1st student over-enrollment.</p>	<p>Only the <i>first</i> survey you fill out will be in your inbox.</p> <p>After this, choose Create new Survey to complete additional variances.</p>
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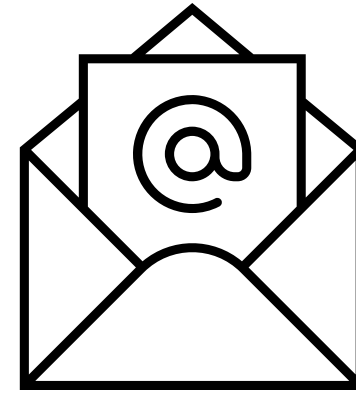
Preschool Variance by Approval

2nd student over-enrollment



Authorization E-Mail

- Replaces physical letter previously sent via USPS
- Sent from ITS-SEDMON@nysed.gov or preschoolvariance@nysed.gov
- Sent to e-mail address linked to CEO
- Subject line will read *Authorization for Preschool Class Size Variance by Approval [2/10]-month by Approval*
- First line is the Identifying Label
 - Does not include student name or other Personal Identifiable Information (PII)



Who entered the note and when

Note associated with flag that has been resolved

Reviewer Note Filter

Type	Shown
Entity Visible	<input checked="" type="checkbox"/>
Reviewer Only	<input checked="" type="checkbox"/>
Deleted	<input type="checkbox"/>
Flagged: Error	<input checked="" type="checkbox"/>
Flagged: Warning	<input checked="" type="checkbox"/>
Flagged: Informational	<input checked="" type="checkbox"/>
Flagged: Resolved	<input type="checkbox"/>

Preschool Variance by Approval Instructions

There are two separate preschool variance by approval applications:

1. 10-month preschool variance by approval: If a special class or SCIS approved to serve fewer than 12 students with disabilities has already enrolled one additional preschool student with a disability beyond its maximum approved class size capacity through the notification process, an approved program may temporarily, for the remainder of the 10-month school year, enroll a second preschool student with a disability in the same class through submission of a "10-month variance by approval" request to NYSED Office of Special Education. If the variance by approval request is not approved by the Office

4 Please list the student/staff ratio as listed on NYSED approval letter:

Overall student/staff ratio as listed on NYSED approval letter (total number of students)

Special education student/staff ratio as listed on NYSED approval letter (number of students with a disability)

	Number of Students *	Number of Teachers *	Number of Supplementary School Personnel *
Overall Student/Staff Ratio	12 <input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>	36 <input checked="" type="checkbox"/>
Special Education Student/Staff Ratio	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>

Reviewer (kdivegli) 12/16/2022 9:59 AM

(Visible to Recipient on next Unsubmit)

If SCIS class, include Gen. Ed. ratios & revise Quesiton 5. If SC, revise Question 1 (previous page) and Question 3 (13th student).

Edit Delete

Reply Mark Resolved

+ Add Note

5 Number of students without disabilities currently enrolled in the class: *

0

Remove Flag + Add Note

a If the number of preschool students with disabilities will exceed the number of students without disabilities, explain the reason for this imbalance.

This is a classroom without students without disabilities.

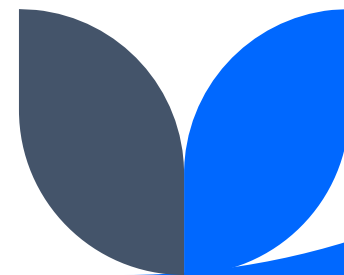
Remove Flag + Add Note

b If the number of preschool students with disabilities will exceed the number of students without disabilities, explain the program's efforts to ensure the classroom contains at least as many or students without disabilities compared to the number of students with disabilities.

? Help

Remember...

<ul style="list-style-type: none">• 2-month cycle<ul style="list-style-type: none">• July – August• Opens May 1st• Closes August 31st• 10-month cycle<ul style="list-style-type: none">• September – June• Opens August 1st• Closes June 30th	<p>Preschool Variance by Approval is a 2nd student over-enrollment.</p>	<p>Only the <i>first</i> survey you fill out will be in your inbox.</p> <p>After this, choose Create new Survey to complete additional variances.</p>
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Additional Information



<https://www.nysed.gov/special-education/preschool-variance-forms>



preschoolvariance@nysed.gov



(518) 473-6108