

Report of School Closure/Re-Opening FAQs

1. What constitutes submitting Report of School Closure?

Answer: Any time a school is closed on a day where instruction is anticipated, and the school's Emergency Response Plan has been activated, as per [Commissioner's Regulation 155.17\(f\)](#).

2. I would like to update a submitted Report of School Closure or Report of School Re-Opening due to new information or an error during submission.

Answer: Please reach out to SSEC@nysed.gov, asking for the report to be unsubmitted. Once it has been unsubmitted by Student Support Services staff, please resubmit with the correct information. Student Support Services will accept the latest report as it has been submitted.

3. The district closed the schools due to an unanticipated occurrence but have pivoted to remote learning so that instruction was not interrupted. Do we still need to report the school closure if students are engaged in remote learning or other received instruction elsewhere?

Answer: Report of School Closure should be submitted for all unplanned emergency school/building closures (excluding routine snow days) even if instruction is able to be delivered in an alternate location or mode such as remote learning. If you know that information at the start of an unplanned school closure, you can reference that the school is pivoting to remote learning in the Report of School Closure under "Additional Information." You will also have the opportunity to explain if and how instruction was provided throughout the duration of the closure in the required Report of School Reopening.

Information regarding the use of the Report of School Closure and the Report of School Reopening can be found in the [annual Report of School Closure guidance memo](#). For information about remote instruction, you can refer to the [Remote Instruction and its Delivery Under Emergency Conditions Frequently Asked Questions \(FAQs\)](#) located on NYSED's Educational Design and Technology webpage.

4. What is the deadline to submit a Report of School Closure or a Report of School Re-Opening?

Answer: A Report of School Closure should be filed the day that the school was closed, or as soon as is practicable based on the emergency situation that caused the closure and the school or district's ability to access the online reporting form.

Report of School Re-Opening should be filed the day that the school was reopened. A Report of School Re-Opening should not be filed preemptively in case of unforeseen circumstances that may occur between closure and reopening. This form is intended to

capture the actual date or re-opening and the actual number of days the school building(s) was closed.

5. Our schools were closed due to a routine snow day. Do we need to submit a Report of School Closure?

Answer: As of the 2022-23 school year, it is no longer required that a Report of School Closure be submitted for routine snow days – that temporary regulation has been allowed to sunset. However, it is still required to report all other unplanned, emergency school building closures including extraordinary adverse weather conditions (i.e. hurricanes, tornadoes, floods) and even if instruction is able to be delivered at an alternate location or via remote learning.

6. Our school has leftover snow days and we intend to use them to extend a break or provide an off-day for students and faculty. Would we need to submit a Report of School Closure?

Answer: No, as this would not be a closure caused by the activation of the school's Emergency Response Plan.

7. I submitted the Report of School Closure or Report of School Re-Opening to the SSEC@nysed.gov mailbox. Am I required to submit these reports to the SED Monitoring and Vendor Performance System (SEDMON)?

Answer: Yes. All Reports of School Closure or Reports of School Re-Opening must be submitted through SEDMON. Please see the instructions on how to access the Reports of School Closure or Reports of School Re-Opening on SEDMON above.

8. I have questions regarding how the Report of School Closure or Report of School Re-Openings will impact the 180-days requirement.

Answer: This form and reporting is not related to the information reported on the [180-days calendar spreadsheet](#) and final state aid funding determinations. Any questions related to 180-day State Aid reporting should be directed to OMSSAMS@nysed.gov

9. The days when a school will be closed includes weekends or holidays. Do I need to count these when determining the number of days closed in the Report of School Closure and Report of School Re-Opening?

Answer: No. Only days where instruction is anticipated are required to be counted. Weekends, holidays, or non-instructional days do not count.

10. Do private schools or 4410 schools need to submit Reports of School Closure or a Reports of School Re-Opening?

Answer: Approved private schools and 4410 preschools programs are not required to submit a Report of School Closure or Report of School Reopening. The [annual Report of School Closure guidance memo](#) outlines which entities must submit a Report of School Closure and Report of School Reopening. Therefore, even when approved private schools for students with disabilities and approved 4410 preschool programs for

students with disabilities provide remote instruction during an emergency it is not required that a Report of School Closure be submitted.

Please reach out to the [Office of Special Education](#) for questions about [Approved Private, Special Act, State-Operated and Supported schools](#).

11. A school had a half or partial day due to an unexpected occurrence. Are we required to submit a Report of School Closure?

Answer: Any time a school is closed on a day where instruction is anticipated and the school's Emergency Response Plan was activated, a Report of School Closure must be submitted, whether the school was closed for the full day or a partial day.