

Instructions to Submit a Report

1. Login to the [NYSED Business Portal](#) with your current SEDDAS username and password.
 - If you are having issues with your log in credentials, please reach out to the Information Reporting Services (IRS) at datasupport@nysed.gov.
2. Under “My Applications, click the link to “SED Monitoring and Vendor Performance System” (SEDMON).
 - If you are unable to see the SEDMON link, please see the [State Education Department Delegated Account System \(SEDDAS\) webpage](#).
3. Once in SEDMON, click the link for “School Closure.” The CEO or Data Entry Assignee will see the “Report of School Closure” and “Report of School Re-Opening” in the Inbox.
4. For Report of School Closure, see 4A, below.
For Report of School Re-Opening, see 4B, below.

4A. Report of School Closure

In the Inbox, CEOs or Data Entry designees will see the “Report of School Closure” form, which requests the following information:

1. School(s) that were closed, the date of closure, and the anticipated duration of closure (if known at time of submission).

Institution Name	BEDS Code	Date Closed	Anticipated Duration (Days)

2. The reason for closure, including any relevant information, such as a closure order from a county Department of Health.
 - b. If the school was closed due to a properly executed declaration of a state or local state of emergency pursuant to Education Law §3604(7). This information is reported directly to State Aid for funding information.
 - c. If the reason for school closure has been set as “Other reason,” question 2c. will appear and ask for a description of the reason for closure.

2

Enter the reason for closure of the school. *

Report Title: Closure Reason

Please Select



B

This closure occurred on a day where session was **previously scheduled** but the superintendent was **required to close the school(s)** due to a properly executed [declaration of a state or local state of emergency pursuant to Education Law §3604\(7\)](#). (This response will be reported to the State Aid Office.) *

Report Title: Emergency Declaration Closure

(Always appears)

☐ Yes☐ No

Choose One: "Yes" or "No"

C

Please provide a description of the reason for closure. *

Report Title: Other Reason

(Appears if parent question has answer of 'Other reason')

3. If necessary, any other pertinent information about the closure.

3

If necessary, provide any other pertinent information about the closure (e.g. ordered by county department of health, etc.)

Report Title: Additional Info

4. Date that the notification regarding closure was made to the BOCES District Superintendent (if applicable, public school only).

4

If notification was provided to the BOCES District Superintendent (public school districts only) provide the date below.

Report Title: DS Notified

4B. Report of School Re-Opening

In the Inbox, CEOs or Data Entry designees will see the “Report of School Re-Opening” form, which requests the following information:

1. School(s) that were closed, the date of closure, and the anticipated duration of closure (if known at time of submission).

1

Schools

Report Title: Schools

Institution Name	BEDS Code	Date Closed	Date Reopened

2. The reason for closure, including any relevant documents or information, such as closure order from a county Department of Health.
 - b. If the reason for school closure has been set as “Other reason,” question 2b. will appear and ask for a description of the reason for closure.

2

Enter the reason for closure of the school. *

Report Title: Closure Reason

Please Select ▼

B

Please provide a description of the reason for closure. *

Report Title: Other Reason

(Appears if parent question has answer of 'Other reason')

3. If necessary, provide any other pertinent information about the closure.
 - b. Upload any relevant document, such as orders from county health department to close and/or clearance to re-open.

3

If necessary, provide any other pertinent information about the closure (e.g. ordered by county department of health, etc.)

Report Title: Additional Info

B

Please attach any relevant documents such as, orders from the county health department to close and/or clearance to re-open.
Report Title: documents
(Always appears)

Choose File No file chosen

Add Another Upload

- Describe whether students engaged in remote learning or receiving instruction via other means during closure.

4

During the period of school closure, were students that attend this school receiving instruction elsewhere or through other means? Provide a description. *
Report Title: Elsewhere

- Description of the reopening process specific to this incident.

5

Provide a description of re-opening procedures. *
Report Title: Reopening procedure

Updating or Editing Reports

If a report requires edits to correct an error or, for example, to change the anticipated number of days of closure, please follow the steps below:

- Do not** delete the Report of School Closure or Report of School Re-Opening from the CEOs SEDMON inbox. This will permanently remove the LEA from access to the report.
- Send an email to SSEC@nysed.gov or call 518-486-6090 and request a response be unsubmitted. Include the reason for unsubmission.
- Student Support Services staff will unsubmit with a note indicating it was requested by the LEA.

Error Message Troubleshooting

If you receive an error message and cannot correct it in order to submit, please send a screenshot to SSEC@nysed.gov so we may further assist, or please see the list of known issues below.

- Unique Identifier Field error**
 - The system will not allow you to submit the report(s) without the identifier field entered. The identifier field can be found at the top of the report, titled

“Identifying Label.” The Identifying Label for the report will be the name of the School District, followed by the information placed in the Identifying Label field. Please develop a standard practice for inputting the Identifying Label to be consistent with report submissions. Please see the screenshot below.

The screenshot shows a survey form with a blue header bar containing 'Save' and 'Save & Submit Survey →' buttons. Below the header is a section titled 'Identifying Label' with a text input field containing 'test-closure'. Below this is a section titled 'LEA Information' with fields for 'Institution Name', 'BEDS Code:', and 'Institution Id:'.

- **Questions with Red Asterisks**
 - All questions on the Report of School Closure and its subsequent Report of School Reopening marked with a red asterisk are required. If one of those questions does not have an entry the report will not submit. Enter a response and submit.
- **Answering Question 2a**
 - You must either select “yes” or “no.”
 - You would only select “yes” if the date of closure had been declared a State of Emergency in accordance with the information found from the link in question 2a. Clicking on the link will take you to guidance memorandum dated April 2021 and titled, “180 Day Requirement Compliance for the 2020-21 School Year”. This guidance memorandum has a section which speaks to what constitutes a State of Emergency.

Note: This question is collected for State Purposes and all questions about its use can be sent to OMSSAMS@nysed.gov.

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.