



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Office of Accountability
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August 29, 2016

Dear Prospective Outside Educational Expert:

During the 2016-17 school year, the New York State Education Department (“NYSED” or the “Department”) will continue to allow districts the option of working with Outside Educational Experts (OEEs) to support the district’s school and district improvement efforts.

Please review the information below concerning the role and requirements for OEEs during the 2016-17 school year. Interested candidates must complete the accompanying OEE application and submit it to dtsdereviews@nysed.gov.

Outside Educational Expert Approval

Those individuals interested in being approved as Outside Educational Experts must complete the 2016-17 Outside Educational Expert application.

As in previous years, Districts may only use 1003(a) School Improvement funds to pay for consultants to serve as school reviewers or partners in the development of School Comprehensive Educational Plans (SCEPs) and District Comprehensive Improvement Plans (DCIPs) if that consultant has been approved as an Outside Educational Expert by NYSED.

Those who are approved as OEEs are permitted to:

- Work with districts and schools to develop annual improvement plans
- Provide additional consulting services as the district sees fit
- Serve as a review team member on NYSED-led Diagnostic Tool for School and District Effectiveness (DTSDE) reviews
- Serve as a review team member on district-led Diagnostic Tool for School and District Effectiveness (DTSDE) reviews
- Lead **one** district-led DTSDE review*

Those interested in leading **more than one DTSDE review must pursue the District Lead Credential in addition to being approved as an OEE.*

District Lead Credential

Outside Educational Experts who are interested in leading more than one district-led DTSDE reviews should pursue the District Lead Credential **in addition** to being approved as an Outside Educational Expert.

During the 2016-17 school year, NYSED will continue to require that all persons serving as the **Lead Reviewer for two or more** DTSDE district-led reviews receive a **DTSDE District Lead Credential** by the end of the school year. OEEs who do not intend to lead two or more District-Led Reviews **will not be required** to receive the District Lead Credential.

To ensure that DTSDE district-led reviews align with current NYSED review practices, NYSED is requiring those who received the 2015-16 District Lead Credential renew their credential in 2016-17. Those who did not receive a District Lead Credential in 2015-16 will be eligible for an Initial 2016-17 District Lead Credential. More specific guidance on how to obtain a renewal or initial District Lead Credential can be found in the accompanying document.

Focus District Institutes

The New York State Education Department (NYSED or "the Department") has identified the dates of the Focus District Training Institutes for the 2016-17 school year:

Session	Date	Location	Focus
Session A	September 21-22	Albany, NY	DTSDE Review Practices
Session B	January 30-31	Albany, NY	Crafting Quality SCEP/DCIP plans

Registration for **Session A** is currently open. To register, please go to: <http://nysed.fluidreview.com>. If you do not already have a user account, you will first need to set up an account. After logging into your user account, the access code to register is **DT8**.

Attendance at the sessions above is not mandatory for all OEEs; however, those interested in receiving the 2016-17 District Lead Credential should note that the District Lead Credential has a training component that can only be fulfilled by attending the September Focus District Institute or providing evidence of being trained in school review practices by the OEE's parent organization.

Important Dates

- September 7 - NYSED Focus District Institute Session A registration closes
- September 14 – Registration payment for Focus District Institute Session A must be received by NYSED
- September 21-22 Focus District Institute
- Rolling – OEE applications to be submitted

- Fall 2016 – The DTSDE On-line Assessments for Initial District Lead Credential applicants and Renewal District Lead Credential applicants are released.
- June 30, 2017 – All district-led reviews must be submitted to NYSED.

If you have any questions regarding Outside Educational Experts, Focus District Institutes, or the application procedures for OEEs and for a District Lead Credential, please feel free to contact us at DTSDereviews@nysed.gov.

We look forward to our continued work together.

Sincerely,

School and District Review Team
Office of Accountability