

## INSTRUCTIONS FOR REPORTING PURSUANT TO EDUCATION LAW 2053

### Important Note

Do not use your browser's forward and back buttons because the information just entered on the page you are leaving will not be recorded in State's Lawyer Reporting database.

1. Designate an individual representative from the district/BOCES to be responsible for Education Law 2053 reporting by granting them access to the 'Education Law Reporting' system. The SEDDAS Delegated Administrator for the district/BOCES has the ability to grant access to the 'Education Law Reporting' system via the State Education Department Delegated Account System (SEDDAS).
2. Once the district/BOCES representative has been granted access to the 'Education Law Reporting' system, the district/BOCES representative can access the 'Education Law Reporting' system by going to <http://portal.nysed.gov>, clicking the 'Log On' link at the upper right of the screen and entering their username and password. A 'Security Alert' dialogue box will appear. Click "Yes" after reading it.

Note: All questions regarding user names or passwords can be directed to the district/BOCES SEDDAS Delegated Administrator or the SEDDAS Help Desk at 518-473-8832 or [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov).

3. You will then be taken back to the NYSED Portal web page. Under the heading "My Applications" toward the top of this page, click on "Education Law Reporting."
4. You will then be taken to a welcome screen. Press the button that says "click here to begin."
5. Read the instructions at the top of the form. Then proceed to provide the requested information. Note that a link is provided to assist with frequently asked questions.
6. If you have started a form to report legal services provided by a law firm or an individual lawyer, before closing the page or your browser, you must complete the form for that firm or lawyer or you will lose any information you already have entered on that form.
7. Once you have completed a form, carefully review the information you have provided. When you have determined that all the information on the current form is correct, click the appropriate button at the bottom of the form. You must click a button at the bottom of the form to save your data. If you close the page or your browser without saving the form, the State will not receive your data. Once you have saved the form, you may exit the system. You may return to the system later to

submit additional forms for other law firms or individual lawyers that provided legal services to your school district/BOCES.

8. When you save a form it is submitted. However, we are currently developing an edit feature for this application which will allow you to access your prior submissions, make any necessary edits before the filing deadline, and print a copy for your records. Please check the site periodically for the availability of this feature if you wish to edit the data you have submitted before the filing deadline. All saved forms will be considered final submissions after the filing deadline.
9. When you are done, click on the “save and exit” button. Close this window to return to the NYSED Application Portal. To log out of the NYSED Application Portal, click “Log Off” at the upper right corner of the Portal page.

Any questions about the information requested or technical difficulties may be directed to the Office of the Attorney General at 212-416-8090.
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