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NONPUBLIC SCHOOL DATES TO REMEMBER FOR 2017-18

July

Mid-July 2017

Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP) -Guidelines, announcement of aid and forms for the 2016-17 school year are expected to be made available in July. While paper claim forms are allowed, the most efficient way to submit a claim is the online system available through the Business Portal. The 2016-17 school year will become available in December 2017 with a due date for submission of claims by January 18, 2018. A full listing of the mandates and a brief explanation of each one can be found at <http://www.p12.nysed.gov/nonpub/mandatedservices/>.

Early July 2017

August Regents Examinations Requesting Memo is sent out in late June/early July. This memo provides information on how to order and store Regents exams. The requesting memo also provides information about the online requesting system deadlines. For more information on assignments, go to the [Office of State Assessment's](#) website.

August

Early August 2017

August Regents Administration Memo is sent, containing essential information about the administration of the upcoming August Regents examinations. For more information on assessments, please go to the [Office of State Assessment's](#) website.

August 31, 2017

2017-2018 Written Affirmation of LEA Consultation with Private School Officials Form-2017-18 LEA Application for ESSA-Funded Programs-The deadline for submission of the form for the 2017-2018 school year is August 31, 2017. The 2017-18 LEA Application for ESSA-Funded Programs can be found on the [Office of Accountability's](#) website. The form **MUST** be completed by the public school official in consultation with private school officials.

September

September 30, 2017

Review of Students' Immunizations-Student immunizations are to be reviewed in September. Students who are not in compliance within 30 days of the start of the school year are not allowed to attend school until they meet the immunization requirements. See [NYSED Immunization Guidelines for Schools](#) for additional information.

Late September 2017

January Regents Examinations Requesting Memo is sent out in September/early October. This memo provides information on how to order and store Regents exams. It also provides information about the online requesting system deadlines. For more information on assessments, please go to the [Office of State Assessment's](#) website.

Upcoming Reminder

Annual Nonpublic School Building Fire Safety Report Education Law 807-A requires **annual** inspection of all schools located outside of New York City, with grades 1-12 with at least 25 students, and all nurseries and kindergartens with at least 6 students. Initial fire inspections performed **between** July 1st and December 1st can be used to meet this annual requirement. The annual fire safety inspection report is due by **December 16, 2017**.

October

October 4, 2017

BEDS IMF 2017-18-The 2017-18 Basic Educational Data System (BEDS) Institutional Master File (IMF) application for Public School Districts and Schools, Charter Schools, BOCES and Nonpublic Schools will be available on **Wednesday, October 4, 2017** and must be submitted by **November 17, 2017**. For additional information please visit [Office of Information and Reporting Services'](#) website.

Late October

Elementary/Intermediate Tests Requesting Memos are sent out in late October/ early November. These memos provide information on how to order test for Grades 3-8 spring assessments. They also provide information about the online requesting system deadlines. For more information as assessments, please go to the [Office of State Assessment's](#) website.

October 31, 2017

MSA Claiming -Last day to file claim for 2013-14 school year is **October 31, 2017**.

November

Upcoming Reminder

RISE Conference-Register for the annual Religious and Independent Schools Educators Conference on December 4 and 5, 2017 at the Marriott Hotel, Wolf Road, Albany at [RISE conference registration](#).

December

December 4 and 5, 2017

RISE Conference- Annual Religious and Independent Schools Educators Conference on December 4 and 5, 2017 at the Marriott Hotel, Wolf Road, Albany [RISE conference registration](#)

December 15, 2017

Annual Nonpublic School Building Fire Safety Report -The deadline for the submission of the Fire Safety Inspections for 2017-2018 is **December 15, 2017**.

Immunization Survey -The deadline for submission of the Immunization Survey is **December 15, 2017**.

Mid-December 2017

MSA and CAP Online System will become available **mid-December** to submit MSA and CAP claims for the 2016-17 school year.

January

Early January 2018

January Regents Examinations Administration Memo is sent, containing essential information about the administration of the upcoming Regents examinations. For more information on assessments, please go to the [Office of State Assessment's](#) website.

January 18, 2018

MSA and CAP claims deadline-The deadline for the submission of 2016-17 School Year MSA and Cap claims is **January 18, 2018**. A full listing of the mandates and a brief explanation of each one can be found at [Funding Opportunities](#).

February

Mid-February 2018

June Regents Examination Requesting Memo is sent out in February. This memo provides information on how to order and store Regents exams. It also provides information about the online requesting system deadlines. For more information on assessments, please go to the [Office of State Assessment's](#) website.

March

March 31, 2018

Nonpublic Safety Equipment (NPSE) Grant-Eligible schools should submit [Safety Equipment Grant](#) reimbursement forms by **March 31, 2018**.

Academic Intervention Services Grant(AIS)-Eligible schools should submit [AIS Grant](#) reimbursement forms by **March 31, 2018**.

Late March 2018

ELA and Math-Administration Memo is sent, containing essential information about the administration of the upcoming assessments. For more information on assessments, please go to the [Office of State Assessment's](#) website.

Upcoming Reminder

Transportation Requests- Requests for transportation to your child(ren) nonpublic school must be submitted to your home school district in writing by **April 1, 2018**. Since April 1, 2018 falls on a Sunday, please check with your local school district regarding their transportation deadline.

April

April 1, 2018

Transportation Requests: Reminder to contact your public school district prior to the **April 1, 2018** deadline.

Upcoming Reminders

Special Education Service Requests- Requests for special education services must be submitted by **June 1, 2018**

Occupational Education-In order to arrange for participation in an occupational education program, the parent of a nonpublic school pupil must file a written request with the board of

education of the district in which the pupil resides by **June 1**. The administrator of a nonpublic school may receive and forward the requests for the parents to the board of education.

Gifted Education- A parent should apply for dual enrollment services to the district of residence. Requests for participation must be filed with the board of education of the district of residence on or before **June 1** preceding the school year for which the request is made.

Link to more information on the above can be found at [Nonpublic Handbook of Services](#)

Textbook Loan-Administrator prepares textbook requests for coming year and submits them to parents or district. The law allows a board of education to set a date by which the districts must receive requests for textbooks loans, but this date cannot be earlier than **June 1** of the year preceding that for which textbooks are requested.

Spring Deadlines as determined by public school districts:

Library Loan-While the law does not specify a date, the nonpublic school administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

Software Loan-While the law does not specify a date, the nonpublic school administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

Hardware Loan-While the law does not specify a date, the nonpublic school administrator is urged to assemble and submit requests to the public school district in the spring before the year in which the programs will be used.

For additional information about loan services visit: [Nonpublic Handbook-Loans](#)

Health Services- Education Law 912 requires school districts in New York State to provide resident students attending nonpublic schools with any/all of the same health and welfare services available to students attending schools in the district. It is strongly recommended that the nonpublic school principal communicate with the school district superintendent regarding the best time to submit the request for health services. This letter of request for health services should specify exactly what services are being requested. It recommended that such requests be reviewed annually.

For additional information regarding Health Services and what may be requested visit:
[Nonpublic Handbook-Health Services](#)

May

Late May 2018

June Regents Examinations Administration Memo- Memo is sent in late May/early June, containing essential information about the administration of the upcoming June Regents examinations. For more information on assessments, please go to the [Office of State Assessment's](#) website.

June

June 1, 2018

Special Education Service Requests must be submitted by June 1, 2018. For more information, please go to [Nonpublic Handbook - Special Education](#)

Occupational Education Requests must be submitted by June 1, 2018. For more information, please go to [Nonpublic Handbook - Occupational Education](#)

Gifted Education Requests must be submitted by June 1, 2018. For more information, please go to [Nonpublic Handbook - Gifted Education](#)

Textbook Loan Requests must be submitted by June 1, 2018. For more information, please go to [Nonpublic Handbook - Textbook Loans](#)