



Dr. Kimberly Young Wilkins, Assistant Commissioner
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NYS FIELD MEMO

Date: December 16, 2019

To: Superintendents of Receivership, Former Receivership and Non-Receiver-ship Schools

From: Dr. Kimberly Young Wilkins, Deputy Commissioner P-12

Re: Quarterly and Mid-Year Reporting

The New York State Education Department's Office of Innovation and School Reform (OISR) conducts performance management reviews of schools in receivership, both Persistently Struggling (PSS) and Struggling (SS). In addition, the OISR administers and conducts progress checks on outcomes of implementation of the School Improvement Grant (SIG) 1003(g), the Persistently Struggling School Grant (PSSG), and the Community School Grant (CSG). A school's receivership status and the grants it receives delineates which report must be completed by January 31, 2020. This memo is meant to clarify which report each category of school is meant to complete.

Categories of Schools and Report to be Completed:

1. Receivership schools – All receivership schools, regardless of whether or not they have SIG or other funding, will complete the Receivership Quarter 2 Report template, titled, "Final Rec ONLY 19-20 QR#2".
2. Non-Receiver-ship SIG-funded Schools (schools that ONLY receive SIG, no other grants) – These schools must complete the SIG Mid-Year Report, titled, "Final 2019-20 – NR Mid-Year Report".
3. Former PSS and SS that still receive CSG, and if applicable PSSG and/or if applicable SIG – These schools must complete the "Final 19-20 Mid-Year Report Template – Former Rec. Schools" template.

Please note that all necessary report templates have been attached. **Reports are due to the OISR mailbox at OISR@nysed.gov, with a copy to your OISR liaison by close of business on January 31, 2020.**

Please also note the attached "Fiscal Monitoring Process" which applies to all grants administered by the OISR. Fiscal monitoring will be conducted during the 2019-20 school year, based on the status of your grants.

If you have any questions, please feel free to contact your district's OISR liaison or via the email address listed above.

Thank you. The OISR team looks forward to receiving the reports from your schools and to discussing them with you.