



September 9, 2020

To: Administrators of Nonpublic Schools with Approved Special Education Programs  
Administrators of the State-Supported Schools  
Superintendents of the New York State-Operated Schools  
Administrators of Approved Private Preschool Special Class Programs and Special Class in an Integrated Setting Programs

From: Christopher Suriano, Assistant Commissioner

Subject: 2020-21 School Reopening – Instructional Models Report and Report of School Closure and Report of School Reopening for Approved Special Education Programs

### **2020-21 School Reopening – Instructional Models Report**

The New York State Education Department's (NYSED or "the Department") reopening guidance document [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#) required nonpublic schools with approved special education programs (853 Schools), State-Operated Schools, State-Supported Schools (4201 Schools), and approved private preschool special class and special class in an integrated setting programs (hereinafter referred to as Approved Special Education Programs or "ASEPs") to create comprehensive reopening plans with a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. Once finalized, those reopening plans were to be posted on the ASEP's public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. In addition, ASEPs were required to provide NYSED with a link to the public website where each school plan has been publicly posted.<sup>1</sup>

As a next step, NYSED is issuing the *2020-21 School Reopening – Instructional Models Report*, a brief survey through the SED Monitoring and Vendor Reporting System ("the Portal") to collect essential information about the reopening models that will be deployed at each school/site across the state. Specifically, this short survey will collect the

---

<sup>1</sup> If an ASEP does not have a public website, it may utilize an online platform (e.g. social media group or post, file sharing service, email listserv) that allows the Reopening Plan to be directly communicated to students, parents or legal guardians, school staff, and visitors.

following school/site-level information:

- The first calendar day of school for 2020-21;
- The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening plan that was communicated to parents, families, and other stakeholders; and
- The planned end date for using a fully remote instructional model, if applicable.

**Initial completion of this survey is due by 5:00 PM on Friday, September 11, 2020.**

The survey will allow ASEPs to provide initial data to NYSED and make updates to the provided data on an as needed basis if instructional models change in the opening weeks of the school year. Detailed information about how to access the survey and how to make updates to information after the initial submission are detailed in Attachment A below.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models* report, please reach out to NYSED program staff via email at [ReopeningPlans@nysed.gov](mailto:ReopeningPlans@nysed.gov). You may also submit questions to the Office of Special Education at [OSEreopeningplan@nysed.gov](mailto:OSEreopeningplan@nysed.gov).

### **ASEP Report of School Closure and Report of School Reopening**

In accordance with Education Law §215, ASEPs shall be required to notify the Commissioner immediately when closing a school building due to the COVID-19 pandemic, and shall provide such information as the Commissioner may require via the **ASEP Report of School Closure**. This reporting requirement is site specific and applies when an ASEP school building site was open for in-person instruction (as part of an in-person or hybrid instructional model) and must subsequently close the school building site due to reasons related to COVID-19. Such closures must be determined to be necessary through consultation with the local health department and the New York State Department of Health due to an outbreak of COVID-19 in the school community and/or due to high absentee rates affecting ability of a school to safely operate. It does not apply to school closure for routine snow or weather conditions.

Similarly, when it is determined that it is safe to re-open the school building site(s), including when a school determines to return to hybrid or fully in-person instruction, each ASEP shall notify the Commissioner via the **ASEP Report of School Reopening**.

The **ASEP Report of School Closure** and the **ASEP Report of School Reopening** will be available in the SED Monitoring and Vendor Support System application via the NYSED Business Portal. Information is provided in Attachment B regarding the reports and how to access them.

Please note that these reports are intended to provide immediate notification to the Commissioner regarding a school building site closure or reopening. Each ASEP will additionally be required to submit information to placing school district Committees on

Special Education or Committees on Preschool Special Education and the applicable relevant school district/county transportation administrator. Furthermore, as per the NYSED guidance [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#), ASEPs should be prepared to shift between in-person, remote learning, and a hybrid model in a way that is least disruptive to students. All schools, including ASEPs, must provide 180 days of instruction each school year to their students. Instructional days shall be counted for programs that are delivered in-person, remotely, or through a hybrid model.

If you have questions about the ASEP Report of School Closure or ASEP Report of School Reopening, please contact the Office of Special Education at [OSEreopeningplan@nysed.gov](mailto:OSEreopeningplan@nysed.gov).

## Attachment A

### How to Submit the 2020-21 School Reopening – Instructional Models Report in the SED Monitoring and Vendor Performance System

The **2020-21 School Reopening – Instructional Models Report** may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button
3. Enter your username and password
4. Click on “SED Monitoring and Vendor Performance System” under My Applications
5. Select “View Surveys for Surveys for School Closure”
6. Find the report titled “2020-21 School Reopening - Instructional Models”
7. Click on ‘view’ to begin/continue to input information

The **2020-21 School Reopening – Instructional Models Report** may be updated in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your username and password;
4. Click on “SED Monitoring and Vendor Performance System” under My Applications;
5. Select “View Surveys for Surveys for School Closure” (which brings the user to his/her *Inbox*);
6. Find the link for the *Outbox* (located directly to the right of the link for the *Inbox*) and click on it;
7. Find the report titled “2020-21 School Reopening - Instructional Models”
8. Click on ‘view’ to access the previous version of the report;
9. Within the report, click on the blue button at the top of the page – “Update Survey Data”; and
10. Update information, as applicable, and resubmit.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models Report* submission, please reach out to NYSED program staff via email at [ReopeningPlans@nysed.gov](mailto:ReopeningPlans@nysed.gov).

To resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself, please contact the Help Desk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov). If you are unsure as to whether or not you have access to NYSED’s Vendor Performance and Monitoring System, or believe Agency/Chief Executive Officer information listed on the attachment is incorrect, please contact the Office of Special Education at [OSEreopeningplan@nysed.gov](mailto:OSEreopeningplan@nysed.gov).

## Attachment B

Procedure for providing notification to the Commissioner  
when closing an ASEP school building due to the COVID-19 pandemic

The **ASEP Report of School Closure** form must be submitted by the Chief Executive Officer<sup>2</sup> of each **ASEP** using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your existing SEDDAS username and password;
4. Under the heading “My Applications,” click the link to “SED Monitoring and Vendor Performance System;”
5. Click the link for “School Closure;”
6. In the inbox, CEO’s will see the “**ASEP Report of School Closure**” form.

When it is determined it is safe to re-open the school(s), the **ASEP Report of School Re-Opening form** must be submitted by the Chief Executive Officer of each ASEP using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your existing SEDDAS username and password;
4. Under the heading “My Applications,” click the link to “SED Monitoring and Vendor Performance System;”
5. Click the link for “School Closure;”
6. In the inbox, CEO’s will see the “**ASEP Report of School Re-Opening**” form.

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov).

If you have questions about the **ASEP Report of School Closure** or **ASEP Report of School Re-Opening**, please contact the Office of Special Education at [OSEreopeningplan@nysed.gov](mailto:OSEreopeningplan@nysed.gov).

---

<sup>2</sup> The Chief Executive Officer (CEO) of each approved private program serving students with disabilities as recorded in [SEDREF](#) has been entitled to enter information into SED Monitoring and the School Closure electronic application in SEDDAS. If the CEO information in SEDREF is incorrect, you must update it by following the instructions [here](#).