



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

April 18, 2016

TO: Superintendents of Public Schools

FROM: Kathleen Moorhead

SUBJECT: Instructional Technology Plans

This memo provides information regarding the submission of instructional technology plans. The New York State Education Department (NYSED) has opened the business portal for districts to update their Instructional Technology Plan electronic survey (<http://www.p12.nysed.gov/technology>).

The Survey is designed to allow districts the opportunity to compile all data related to their technology planning and needs in one location. The data collected in the survey may be used as the basis for funding opportunities and will satisfy the New York State Education Department's requirement that all school districts submit technology plans per Part 100.12 of the Commissioner's Regulations. The regulation states: "To be eligible for aid for instructional computer hardware and technology equipment expenses pursuant to Education Law, section 753, school district shall develop and maintain a plan, in a format prescribed by the commissioner, for the use of the instructional computer technology equipment." (<http://www.p12.nysed.gov/part100/pages/10012.html>). All New York State public school districts are required to complete the survey.

The 2016 ITP Survey update covers the same time period as the initial three year plan, from July 1, 2015 to June 30, 2018. Many of the questions in the 2016 survey are the same as last year. There are a few new questions, and some questions have been modified. Districts should respond to any new questions and update others as appropriate.

Districts are encouraged to utilize the Model Schools staff members that are available to assist with preparing their plans. Regional Information Centers (RICs) will provide certified plan reviewers who will review district-submitted 2016 ITP survey updates and work with districts until the reviewer can certify that all components of the survey have been completed as required. The Big 5 districts will work directly with NYSED staff in the Office of Educational Design and Technology.

Modifications and enhancements to the business portal have been made in order to better facilitate the review process. Communication between the district and their reviewer can now occur within the portal during the plan review and certification process. Upon NYSED approval of the plan, districts will receive an email message documenting the approval. Please note that additional approval letters will not be sent.

The business portal will close on September 1. No plan surveys can be submitted after that date. Reviewers will set interim plan submission deadlines that will vary by region. NYSED will work directly with the BIG 5 districts to establish such deadlines.

If you have questions or concerns regarding the Instructional Technology Plan process, please contact the NYSED Office of Educational Design and Technology at edtech@nysed.gov or via phone at (518) 474-5461.