**NONPUBLIC SCHOOL DATES TO REMEMBER FOR 2019**

#### July

**Early July 2019**

**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](http://www.p12.nysed.gov/assessment/) website.

**Mathematics, Science, & Technology Teachers in Religious & Independent Schools Grant(MST)-**Eligible schools should submit [MST](file:///Y:\websites\Internet\EMSC32\nonpub\documents\MST%20_Reimbursement_form.docx) reimbursement forms by **August 1, 2019.**

**Mid-July 2019**

**Mandated Services Aid** (MSA) & **Comprehensive Attendance Policy** (CAP) -Guidelines, announcement of aid and forms for the 2018-19 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 2018-19 school year will become available in December 2019 with a due date for submission of claims by mid to late January , 2020. A full listing of the mandates and a brief explanation of each one can be found at <http://www.p12.nysed.gov/nonpub/mandatedservices/>.

#### August

**Early August 2019**

**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](http://www.p12.nysed.gov/assessment/) website.

**End of August:** All data (K-12 Assessments, Enrollment, Demographic, Graduation Rate, etc.) data due in the Student Information Repository System (SIRS). Nonpublic schools must contract with a Regional Information Center (RIC) to report data in SIRS. Any data reported in SIRS will be used to populate the Comprehensive Information Report (CIR) and used for mandated services.

**August 31, 2019**

**2019-20 Written Affirmation of LEA Consultation with Private School OfficialsForm*-***

**2019-20 Consolidated Application for ESSA-Funded Programs-**The deadline for LEAs to submit the form to NYSED for the 2019-20 school year is August 31, 2019.\* The 2019-20 Consolidated Application for ESSA-Funded Programs can be found on the [Office of Accountability's](http://www.nysed.gov/essa/schools/consolidated-application) website. LEAs must provide private schools with opportunities for timely and meaningful consultation prior to completion of the form. Consultation must address all topics identified on the form. The form **MUST** be completed by the public school official in consultation with private school officials.

\* It is important to note that individual LEAs will require private school officials to complete and return this form prior to August 31st since the LEAs must submit their applications to NYSED by this date.

#### September

**September 30, 2019**

**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 the [Department of Health chart on immunization requirements for the 2019-2020 school year.](https://www.health.ny.gov/publications/2370_2019.pdf)  For information on how to manage the immunization requirements in schools -including keeping an up to date list of all students who have been granted an exemption or are in process as required by Public Health Regulations please see the NYSED 2018 [Immunization Guidelines for Schools](http://p1232.nysed.gov/sss/documents/2018-2019IMMUNIZATIONGUIDELINESFORSCHOOLS.pdf). The revised guidelines for the 2019-2020 school year will be posted soon on the NYSED [School Health Services webpage](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/) , and disseminated to schools.

**Late September 2019**

**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](http://www.p12.nysed.gov/assessment/) website.

**Upcoming Reminder**

**RISE Conference-**Register for the annual Religious and Independent Schools Educators Conference on November 4 and 5, 2019 at the Marriott Hotel, Wolf Road, Albany at [RISE conference registration](https://www.nyscirs.org/platform).

[**Annual Nonpublic School Building Fire Safety Report**](http://www.p12.nysed.gov/facplan/FireSafety/NONPUBLICFireReport.docx) 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, 2019.**

#### October

**October 2, 2019**

**BEDS IMF 2019-20-**The 2019-20 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 2, 2019** and must be submitted by**November 8, 2019**.For additional information please visit [Office of Information and Reporting Services](http://www.p12.nysed.gov/irs/)’ 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](http://www.p12.nysed.gov/assessment/) website.

**October 31, 2019**

**MSA Claiming** -Last day to file claim for 2015-16 school year is **October 31, 2019**.

**Upcoming Reminder**

**RISE Conference-**Register for the annual Religious and Independent Schools Educators Conference on November 4 and 5, 2019 at the Marriott Hotel, Wolf Road, Albany at [RISE conference registration](https://www.nyscirs.org/platform).

#### November

**November 2019**

**RISE Conference-** Annual Religious and Independent Schools Educators Conference on November 4 and 5, 2019 at the Marriott Hotel, Wolf Road, Albany [RISE conference registration](https://www.nyscirs.org/platform)

**November 8, 2019**

**BEDS IMF-**The due date for the BEDS IMF is **November 15, 2019.**

#### December

**December 2019**

**December 16, 2018**

[**Annual Nonpublic School Building Fire Safety Report**](http://www.p12.nysed.gov/facplan/FireSafety/NONPUBLICFireReport.docx)-The deadline for the submission of the Fire Safety Inspections for 2018-19 is **December 16, 2019.**

**Immunization Survey -**The deadline for submission of the Immunization Survey is **December 15, 2019**.

**Mid-December 2019**

**MSA and CAP Online System** will become available **mid-December** to submit MSA and CAP claims for the 2018-19 school year.

#### January

**Early January 2020**

**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](http://www.p12.nysed.gov/assessment/) website.

**January 18, 2020**

**MSA and CAP claims deadline-**The deadline for the submission of 2018-19 School Year MSA and Cap claims will be mid to late **January 2020** A full listing of the mandates and a brief explanation of each one can be found at [Funding Opportunities](http://www.p12.nysed.gov/nonpub/fundingopportunities/#msa)

#### February

**Mid-February 2020**

**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](http://www.p12.nysed.gov/assessment/) website.

#### March

**March 31, 2020**

**Nonpublic Safety Equipment (NPSE) Grant-**Eligible schools should submit [Safety Equipment Grant](http://www.p12.nysed.gov/nonpub/schoolsafety/documents/Safety_application_march2017.docx) reimbursement forms by **March 31, 2020.**

**Academic Intervention Services Grant(AIS)-**Eligible schools should submit [AIS Grant](http://www.p12.nysed.gov/nonpub/fundingopportunities/AIS%20_Reimbursement_form_201617.docx) reimbursement forms by **March 31, 2020.**

**Late March 2020**

**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](http://www.p12.nysed.gov/assessment/) 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, 2020.**

**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](http://www.p12.nysed.gov/nonpub/handbookonservices/healthservices.html)

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#### April

**April 1, 2020**

**Transportation Requests**: Reminder to contact your public school district prior to the **April 1, 2020** deadline**.**

**Upcoming Reminders**

**Special Education Service Requests**- Requests for special education services must be submitted by **June 1, 2020**

**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** proceeding the school year for which the request is made.

**Link to more information on the above can be found at** [**Nonpublic Handbook of Services**](http://www.p12.nysed.gov/nonpub/handbookonservices/dualenrollment.html)

**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**](http://www.p12.nysed.gov/nonpub/handbookonservices/home.html)

**Grades 3-8 English Language Arts**: Schools administering the Paper-Based Tested of the 3-8 English Language Arts (ELA) assessments must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **April 17, 2020.**

<http://www.p12.nysed.gov/assessment/schedules/2019/elitestschedule1819.pdf>

<http://www.p12.nysed.gov/irs/sirs/home.html>

#### May

**Late May 2020**

**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](http://www.p12.nysed.gov/assessment/) website.

**Grades 3-8 Mathematics**: Schools administering the Paper-Based Tested of the 3-8 Mathematics assessments must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **May 16, 2020**.

<http://www.p12.nysed.gov/assessment/schedules/2019/elitestschedule1819.pdf>

<http://www.p12.nysed.gov/irs/sirs/home.html>

**Grades K-12 NYSESLAT**: Schools administering the New York State English as a Second Language Achievement Test (NYSESLAT) must submit their answer sheets to their Regional Information Center (RIC)/scanning center by **May 30, 2020**.

<http://www.p12.nysed.gov/assessment/schedules/2019/elitestschedule1819.pdf>

<http://www.p12.nysed.gov/irs/sirs/home.html>

#### June

**June 1, 2020**

**Special Education Service Requests** must be submitted by June 1, 2020. For more information, please go to [Nonpublic Handbook - Special Education](http://www.p12.nysed.gov/nonpub/handbookonservices/specialeducation.html)

**Occupational Education Requests** must be submitted by June 1, 2020. For more information, please go to [Nonpublic Handbook - Occupational Education](http://www.p12.nysed.gov/nonpub/handbookonservices/dualenrollment.html#Occupational)

**Gifted Education Requests** must be submitted by June 1, 2020. For more information, please go to [Nonpublic Handbook - Gifted Education](http://www.p12.nysed.gov/nonpub/handbookonservices/dualenrollment.html#Gifted)

**Textbook Loan Requests** must be submitted by June 1, 2020. For more information, please go to [Nonpublic Handbook - Textbook Loans](http://www.p12.nysed.gov/nonpub/handbookonservices/textbookloan.html)

**Grades 4 & 8 Science:**  Schools administering the grades 4 and/or 8 Science Assessments must submit their answer sheets to their Regional Information Center (RIC)/scanning center by June 13, 2020.

<http://www.p12.nysed.gov/assessment/schedules/2019/elitestschedule1819.pdf>

<http://www.p12.nysed.gov/irs/sirs/home.html>

**Regents:** Schools administering RCT, Regents Assessments must submit their answer sheets to their Regional Information Center (RIC)/scanning center. Contract your RIC for specific due dates.

<http://www.p12.nysed.gov/assessment/schedules/2019/regentsexamdates2019.pdf>

<http://www.p12.nysed.gov/irs/sirs/home.html>