



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

Assistant Commissioner
Office of School Governance, Policy, and Religious and Independent Schools
Room 1075 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-7206
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July 27, 2020

TO: Religious and Independent School Leaders

FROM: Christina Coughlin, Assistant Commissioner

RE: Submission of Religious and Independent School Reopening Plans

Reopening Plans must ensure that all requirements outlined in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#) are included. On or before July 31, 2020, religious and independent schools must complete and submit their Reopening Plan to DOH in the portal described in the [guidance released by DOH on July 13, 2020](#).

On or before August 7, 2020, religious and independent schools must submit Reopening Plans through the [SED Monitoring and Vendor Reporting System](#) ("the Portal"). As part of their submission in the Portal, schools must complete a survey that includes a set of mandatory assurances derived from the [Reopening Guidance for Religious and Independent School document](#). The Reopening Plan must be posted on the school's public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. If a school does not have a public website, the school may identify 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. Schools may also upload their Reopening Plan as a document in the Portal.

Submission via the Portal is **strongly encouraged**. Instructions are provided below. However, if schools that do not utilize the internet need to submit a hard copy, those schools may either fax the assurances and corresponding reopening plan to the State Office of Religious and Independent Schools (SORIS) at 518-474-9200 or mail to:

New York State Education Department
State Office of Religious and Independent Schools
89 Washington Ave., Room 1074 EBA
Albany, NY 12234
ATTN: Reopening Plan

Schools may not send assurances and reopening plans via email.

Directions on Accessing the Nonpublic School Reopening Survey

The Reopening Survey is located in the New York State Education Department's Business Portal, which can be accessed at the following link: <https://portal.nysed.gov/abp/>.

Nonpublic schools with previously designated accounts should have their institution's assigned CEO log in using the username and password. More information for users with accounts that need assistance locating their username or password can be found below.

Accessing the Application

After logging into the Business Portal, you will be directed to the Business Portal home screen, which includes the list of applications you have been granted access to under "My Applications." The Reopening Survey is located within SED Monitoring and Vendor Performance System, as indicated below.

The screenshot displays the Business Portal interface. At the top left is the NYS ED logo with the text "New York State EDUCATION DEPARTMENT" and the tagline "Knowledge > Skill > Opportunity". At the top right, it says "Business Portal" and "You are logged in as [redacted]". Below this is a blue header for "My Applications". A list of applications follows, each with a downward arrow icon: "SEDDAS User Guide", "Academic Intervention Services", "Mandated Services Aid", "NonPublic School Safety Equipment (NPSE)", "SED Delegated Account System (SEDDAS)", "SED Monitoring and Vendor Performance System" (indicated by a red arrow), and "SSBA Reimbursement". At the bottom, a light blue notice box contains the text: "Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)"

Once the user has accessed SED Monitoring and Vendor Performance System, a list of surveys that the user has access to will be displayed. The user should select "2020-21 School Re-Opening Plans – Religious and Independent Schools" to enter the survey, complete and submit.

Username Assistance

If the CEO or Delegated Account Administrator of the school has difficulty locating their username, e-mail the SEDDAS help desk to request the correct username at SEDDAS@nysed.gov.

Password Assistance

1. Go to the website <http://Portal.nysed.gov>.
2. On the right-hand side, at the top, click on “Reset Your Password.”
3. Enter your username, email address, and click in the check box next to where it says, “I’m not a robot.”
4. Click the “Submit” button.
5. You may be prompted to answer random questions for the reCAPTCHA system.
6. You will then be brought to a screen confirming your request has been received. An email will be generated and sent to you with directions on how to finish changing your password.
7. After opening the email message in your inbox, click the link that says, “Reset Password.”
8. A new webpage will open, and you may enter your new password there. Enter it twice. The page will inform you if it is not correct or if you have used it before.
9. Go back to the portal.nysed.gov webpage and enter your username and new password.

For additional help with your password, you can visit the Quick Guide for Password document located at: <http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf>.