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January 6, 2021

**TO:** BOCES District Superintendents  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

**FROM:** Kathleen DeCataldo

**RE:** Reporting Snow Days in School Year 2020-21 Using the Report of School Closure and Report of School Re-Opening

**Reporting 2020-21 Snow Emergency Days**

Effective Tuesday, December 15, 2020, the Board of Regents approved as an Emergency Rule an amendment to Section 155.17(f) of the Commissioner's regulations for the 2020-21 school year regarding snow days. This section had required superintendents to notify the Commissioner as soon as possible whenever a school's emergency plan or building-level school safety plan is activated to result in the closing of a school building in the district, and to provide any information the Commissioner requires, but specifically exempted notification for routine snow emergency days. However, due to the COVID-19 pandemic, the State has shifted to allowing and/or requiring remote instruction by many districts and, in light of this, the Department is offering a one-year pilot program to allow school districts to shift to remote instruction for days that a district would have otherwise closed due to a snow emergency.

In order to review and evaluate the snow day pilot program for possible future extension, all districts, BOCES and charter schools are required to "provide such notification for snow emergency days, including those days converted to remote instruction under the 2020-21 snow day pilot in accordance with the provisions of this subdivision."

To satisfy this requirement, snow emergency days must be reported via the *Report of School Closure* and subsequent *Report of School Re-Opening*. Information on snow emergency days that were converted to remote instruction will be captured on the *Report of School Re-Opening* (question #4) which requires the Chief Executive Officer (CEO) to report the location or means of instruction provided during the school closure. Instructions on submitting the *Report of School Closure* and the *Report of School Re-Opening* are provided in Attachment A.

Approved Special Education Programs (ASEPs) are authorized to participate in the snow day pilot program on a voluntary basis. Information pertaining to ASEP reporting of snow emergency days used for remote instruction will be forthcoming in a separate memorandum from the Office of Special Education.

Additional information regarding the snow day pilot can be found in the December 1, 2020 memo [Recording and Reporting Attendance and Hours of Instruction for In-Person and](#)

[Remote Instruction in the 2020-21 School Year \(nysed.gov\)](#) or by contacting [180days@nysed.gov](mailto:180days@nysed.gov).

Questions about submitting a *Report of School Closure or Re-Opening* via the SEDMON system can be directed to [SSEC@nysed.gov](mailto:SSEC@nysed.gov).

## Attachment A

### **Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building-level school safety plan resulting in the closure of a school building pursuant to Commissioner's Regulation 155.17(f)**

#### **Report of School Closure**

The *Report of School Closure* form must be submitted by the Chief Executive Officer<sup>1</sup> of each LEA (school district, BOCES, or charter school) 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 “**Report of School Closure**” form, which requests the following information:
  - *school(s) that were closed*
  - *date of closure and anticipated duration of closure (if known)*
  - *the reason for closure, including any relevant documents, such as a closure order from a county Department of Health*
  - *date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)*

#### **Report of School Re-Opening**

When it is determined it is safe to re-open the school(s), the *Report of School Re-Opening* form must be submitted by the Chief Executive Officer of each LEA (school district, BOCES, or charter school) 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 “**Report of School Re-Opening**” form which requests the following information:
  - *school(s) that were closed*
  - *the dates of BOTH closure and re-opening*
  - *the reason for closure*
  - *describe how remote learning was provided during the period of closure*
  - *a description of re-opening procedures*

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 information to be reported related to school closure, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

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<sup>1</sup> The Chief Executive Officer (CEO) of each public school district, charter school, and BOCES 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](#).