



Kathleen R. DeCataldo, Esq.  
Assistant Commissioner  
Office of Student Support Services  
89 Washington Avenue, Room 318-M EB  
Phone: (518) 486-6090 Web: <http://www.p12.nysed.gov/sss/>

October 20, 2022

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

From: Kathleen R. DeCataldo

Subject: 2022-23 School Year Report of School Closure and Report of School Re-Opening

### **Report of School Closure**

Pursuant to Education Law §215 and [Commissioner's regulations §155.17\(f\)](#), each superintendent of a school district, every board of cooperative educational services (BOCES), county vocational education and extension board, the Chancellor of the City School District of the City of New York, and each charter school leader shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated resulting in the closure of a school building, and shall provide such information as the Commissioner may require using the *Report of School Closure*.<sup>1</sup>

This reporting requirement includes, but is not limited to:

- Closure due to threat of violence or harm to the school or school community;
- Closure due to a water main break;
- Closure due to a communicable disease; and/or
- Closure due to extraordinary adverse weather conditions.

It is important to note that starting in the 2022-23 school year:

- Even when remote instruction is provided during an emergency closure (in accordance with [recently amended sections 175.5 \(e\)\(1\) and 100.1\(u\) and 155.17 \(pp\) of Commissioner's Regulations](#)), a *Report of School Closure* must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.<sup>2</sup>
- It is no longer required to submit a *Report of School Closure* for routine snow days.

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

When it is determined that it is safe to re-open a school building after an emergency closure, each superintendent of a school district, every board of cooperative educational services (BOCES), county vocational education and extension board, the Chancellor of the City School

<sup>1</sup> Charter schools are required to meet these requirements pursuant to Education Law §§2853(2), 2854(1)(b) and Commissioner's Regulation 155.17.

<sup>2</sup> More information is available in the *Remote Instruction and its Delivery Under Emergency Conditions* [FAQ](#).

District of the City of New York, and each charter school leader shall notify the Commissioner via the NYSED *Report of School Re-Opening*.

In addition to notifying the Commissioner that the school(s) have reopened, the *Report of School Reopening* allows schools to report final information about the closure that may not be known at the time of the closure including the actual duration of the closure and the location and modality of instruction.

### **Accessing and Submitting Reports**

The *Report of School Closure* and the *Report of School Re-Opening* are available in the SED Monitoring and Vendor Support System application via the [NYSED Business portal](#). More information on the reports, and how to access them, is provided in Attachment A.

If you have questions about the *Report of School Closure* or *Report of School Re-Opening*, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

Please note that these reports are intended to provide immediate notification to the Commissioner regarding an emergency closure and subsequent reopening. Each reporting entity will additionally be required to submit information via the calendar completed for state aid purposes. All closures during the 2022-23 school year will need to be accurately reflected on the 2022-23 calendar spreadsheet that the reporting entity will be required to submit in September 2023 as a part of its SAMS Form A submission. For additional questions on the spreadsheet and SAMS process, please contact [180days@nysed.gov](mailto:180days@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)

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 "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*
  - *the 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 and*
  - *date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)*

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 "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 closure and re-opening*
  - *the reason for closure*
  - *description of how instruction was provided during the closure period*
  - *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.

---

<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, the entity must update it by following the instructions [here](#).