



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY

OFFICE OF SPECIAL EDUCATION
ASSISTANT COMMISSIONER
89 Washington Avenue, Room 3040 Albany, NY 12234
www.p12.nysed.gov/specialed/

Telephone: (518) 485-3853
Fax: (518) 485-3834

September 9, 2020

To: Administrators of Nonpublic Schools with Approved Special Education Programs
Administrators of the State-Supported Schools
Superintendents of the New York State-Operated Schools
Administrators of Approved Private Preschool Special Class Programs and Special Class in an Integrated Setting Programs

From: Christopher Suriano, Assistant Commissioner

Subject: 2020-21 School Reopening – Instructional Models Report and Report of School Closure and Report of School Reopening for Approved Special Education Programs

2020-21 School Reopening –

Schools required nonpublic schools with approved special education programs (853 Schools), State-Operated Schools, State-Supported Schools (4201 Schools), and

following school/site-level information:

- The first calendar day of school for 2020-21;
- The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening plan that was communicated to parents, families, and other stakeholders; and

Special Education or Committees on Preschool Special Education and the applicable relevant school district/county transportation administrator. Furthermore, as per the NYSED guidance

Attachment A

How to Submit the 2020-21 School Reopening – Instructional Models Report in the SED

Attachment B

Procedure for providing notification to the Commissioner when closing an ASEP school building due to the COVID-19 pandemic

The ASEP Report of School Closure form must be submitted by the Chief Executive Officer² of each ASEP 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 “ASEP Report of School Closure ” form.

When it is determined it is safe to re-open the school(s), the ASEP Report of School Re-Opening form must be submitted by the Chief Executive Officer of each ASEP 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 “ASEP Report of School Re -Opening” form.

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.

If you have questions about the ASEP Report of School Closure or ASEP Report of School Re -Opening, please contact the Office of Special Education at OSEreopeningplan@nysed.gov.

² The Chief Executive