

[State Financial System of](#)

[NY](#). Click on the Vendor Doing Business in NYS box.

- Review **Attachment 1 – Summary of Mandates** for an explanation of each mandate to determine school's eligibility for each mandate.
- All reports required in connection with that mandate must have been submitted according to procedures and timelines established by the Education Department to be eligible for reimbursement.
- In regards to testing, we encourage nonpublic schools to follow the procedures established by the R





Pupil Attendance Report (PAR)	\$ 10*
EIA Printing Costs	\$ 86**
Regents Examinations (RE)	\$125
NYS Regents Competency Testing and Native Language Writing Test	\$ 10
High School Graduation (aGo :4E)-2 (na)4	

- For other changes to your SEDREF file, on the SEDREF search screen, click on the public help icon and follow the directions

**Online or Paper Filing** - Schools are strongly encouraged to use the Mandated Services online system. The online system is designed to enhance the application process and expedite the

## SUMMARY OF MANDATES

- 1. Pupil Attendance Report (PAR).** Attendance must be recorded once daily, summarized periodically, and maintained on file by the school. PAR applies to grades Kindergarten through 12<sup>th</sup> grade only. Do not include enrollment of nursery school or Pre-K students and teachers, post graduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department. Kindergarten students are defined as those children who are, or turn five years of age by December 31 of the school year in question.
- 2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA).** Grades 3 through 8 Math and English Language Arts (ELA) tests must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS). Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. (Printing costs are reimbursed at the rate of \$86 per grade for those schools that do not have their tests graded by a Regional Scoring Center.) The website for the Office of Curriculum, Assessment and Educational Technology at [NYSED P12 Assessment](#) will contain the schedules and information about the administration of these tests.
- 2. Basic Educational Data Systems (BEDS).** Basic school, staff and pupil information must be reviewed and updated, and the BEDS Report of Nonpublic Schools must be filed with the New York State Education Department by the established deadline in order to receive Mandated Services reimbursement. For more information about this mandate go to: [NYSED IRS Beds](#). Include only those teachers that participated in Pupil Attendance Reporting (PAR). Do not include Pre-K teachers in your claim.
- 3. Regents Examinations (RE).** Regents exams must be administered, scored, the results interpreted, and reported in level 0 of SIRS. Nonpublic schools that administer any of the Regents Examinations must contract for data collection, scanning, and reporting services with a RIC. Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. Please note that the online system will populate your Regents counts with the number of exams that your RIC reports to the State which does not include retesting of students. Schools are eligible to receive reimbursement for all tests administered in accordance with all rules, including retesting, so the school should claim any retests and be prepared to submit supporting documentation if requested. Reporting correctly in Level 0 will accomplish this task.

Do not claim examination results for students enrolled in other schools, even if the students attended class and/or were tested in the nonpublic school. The principal of the school where the student is enrolled is responsible for reporting the examination score and the school where the student is enrolled receives the mandated services aid for the

examinations. Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

- 5. Regents Competency Testing Program (RCTP).** RCTs may be administered only to students with disabilities who first entered Grade 9 prior to the September 2011-12 school year and who have completed the unit of study requirements specified under “Admission Requirements” in Section One of the School Administrator’s Manual. The RCT is not to be administered to general education students as a replacement to the Regents Examination

The Regents Competency Test must be administered, scored and the results interpreted. The test scores must be reported in the Student Information Repository System (SIRS) as outlined in the June 2014 memo from the Office of Information and Reporting Services. For additional information on SIRS data collection, see the 2013-14 Student Information Repository System (SIRS) Manual at [NYSED IRS SIRS](#). Schools may also contact their RIC regarding procedures for reporting test results. Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

- 6. Calculator Expense (CE).** The costs of four function or scientific calculators used in the administration of certain math and science tests will be reimbursed at the flat rate of \$15 per calculator. These tests include Grade 6, 7 and 8 Math, Living Environment, Chemistry, Earth Science and Physics. Schools may choose either a four function calculator with square root or a scientific calculator for Grade 6. Grades 7 and 8 must have scientific calculators for the revised math tests. Reimbursement for the costs of graphing calculators will be at the flat rate up to \$90 per calculator. Pupils administered an Algebra, Algebra 2/Trigonometry Common Core, Common Core Algebra, Geometry or Geometry Common Core, Regents Exam must be provided the use of a graphing calculator without symbol manipulation. The calculators are the property of the school and should be loaned to the students. Schools must maintain an inventory record of the calculators. Purchase documentation and inventory records must be maintained and available upon request.
- 7. Registration of High School (RHS). (ONLY APPLICABLE ONCE)** The high school registration program involves the submission of an Application for Nonpublic Secondary School Registration, review of data concerning student achievement, and a visit from the Nonpublic School Office. Upon the completion of the aforementioned process, the Nonpublic School Office recommends registration status. **A claim should be made for the school year that the application process was completed.** Go to the Nonpublic School Office’s website at [NYSED P12 NonPub](#) for more information.
- 8. State School Immunization Program (SSIP).** (Note: only applicable to New York City, Rochester and Buffalo). Nonpublic schools must develop and enforce a school immunization program. Such immunization programs shall include the collection, verification and completion of the individual pupil immunization records. The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline. New York City schools must send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools must send the form to the NYS Department of Health Immunization Program. New York

City and State Health Department audits must be completed when required. Schools may not claim Pre-K students, nor a greater amount of students than claimed in enrollment.

**9. Documentation of Integration of Required Instruction in 7<sup>th</sup> and 8<sup>th</sup> Grade (DIRI).**

The requirements for technology education, home and career skills, and library and information skills may be met by the integration of the State learning standards of such subjects into other courses in accordance with the criteria found in Section 100.4(2) of the Commissioner's Regulations. The nonpublic school must document the manner in which it has implemented the regulations and the documentation must be kept on file in the school and be readily accessible. Only the 7<sup>th</sup> and 8<sup>th</sup> grade teachers participating in fulfillment of the mandate should be included.

- 10. Graduation Report for Nonpublic Schools (HSGR) grade 12 only** (Note: This report was previously called High School Graduation Report, HSGR). Beginning in 2015-16, principals of nonpublic schools are responsible for reporting all students who were awarded a local or Regents diploma, Career Development & Occupational Studies Commencement Credentials or Skills & Achievement Commencement Credential during the 2015-16 school year in the Student Information Repository System (SIRS). Post-Secondary plans of graduates are also to be reported in SIRS. The Graduation Report for Nonpublic Schools is no longer available. Reporting must be completed and filed by required deadline. Information about reporting is available on the Information Reporting Services website at: [NYSED EMSC IRS](#)

- 11. Grade Four Science Test (GFST).** The Grade Four Elementary-Level Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS). Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. The website for the Office of Curriculum, Assessment and Educational Technology at [NYSED P12 Assessment](#) will contain the schedules and information about the administration of these tests.

- 12. Expenditure for Travel Costs to Examination Storage Sites (TSS).** Some schools are





English as a Second Language, specialized in Special Education or Reading Teachers, and some English Language Arts teachers. In order to enhance the appropriate administration of this test, schools may wish to access trainings provided by the Regional Bilingual Education Resource Network (RBERN), or by any educational entities delegated by either RBERN or the Office of Bilingual Education to be comparable. Schools are encouraged to contact either the New York City Office of English Language Learners or the Office of Bilingual Education for more information.

**19. RIC and Scoring Center.** The 3<sup>rd</sup> through 8<sup>th</sup> grade tests may be scored by Regional Scoring Centers. (Note: If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.) The cost for this scoring will be reimbursed. The Scoring Center Costs must include only the amount billed by the Scoring Center and paid by the school or a sponsoring organization. All elementary exams, NYSESLAT, NYSITELL and Regents exams require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC). The RIC costs should be added to those for the Regional Scoring Centers. Documentation on both the scoring and scanning payments must be maintained and accessible upon request.



- Parsonage;
- Housing, meals and clothing;
- The value of an automobile provided to any employee;
- Car insurance, maintenance, parking, parking tickets and gasoline;
- Day care;
- The value of tuition provided to the children of employees.

9. **“Teacher Workshop Expenditures”** are allowable costs of participating in training workshops designed to increase and enhance their preparation and knowledge of the New York State testing program for 3<sup>rd</sup> through 8<sup>th</sup> grade English and Math, Regents Exams, Grade Eight Science Test, Grade Four Science Test and the NYS English as a Second Language Achievement Test. The workshops may include pre-exam, exam and post exam training sessions.

In order for the workshop to qualify for reimbursement, the workshop must meet all of the following criteria:

- An agenda which includes the date and time of and topics covered in the workshop is available
- Documentation that verifies a teacher’s attendance. Examples include but are not limited to: sign in sheet, certificate of attendance or dated statement from workshop provider.
- Workshop hours and days have been included in calculation of average hourly rate.

Note: The time used for the actual scoring of administered exams is not a reimbursable workshop expense, nor is time allotted during the training for lunch.

**“Teacher Workshop fees”** paid by the school for test-related training are also reimbursable. These **fees may be charged on a per teacher basis or as a flat fee.** Documentation of the payment must be maintained and accessible upon request. Teacher workshop expenditures incurred this year for exams scheduled for next year should be included in this year's MSA-1 form. As schools are individually reimbursed for printing costs under Mandate 2 for ELA/Math, any claim for workshop fees which include a cost for the printing of practice sets and/or Teacher Directions must be adjusted accordingly. In addition, expenditures already paid for with other State and/or federal funds cannot be included for reimbursement.