Commissioner of Education
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March 17, 2020

TO: School District Superintendents
School Principals
BOCES District Superintendents
School District Business Officers
Special Education Directors
Charter School Leaders

FROM: Shannon L. Tahoe, Interim Commissioner of Education

RE:

The district's emergency child care plan will need to consider and include the following:

- Gathering emergency contact information, consents for emergency care, consents for

For specific questions about state assessments, please contact the Office of State Assessment at 518-474-5920 or email emscassessinfo@nysed.gov.

For state aid questions, please contact the Office of Education Finance by telephone at 518-474-2977.

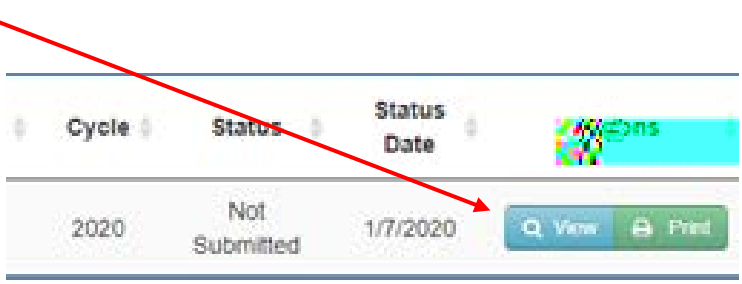
For questions related to participation rates and institutional accountability, please contact the Office of Accountability at

5. Select "View Surveys for School Closure".

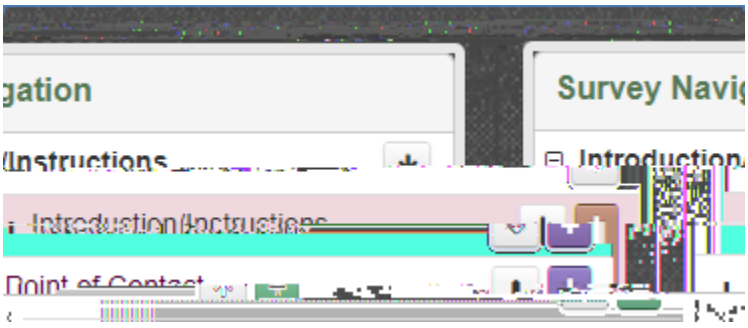
6. Find the plan sections titled:

   - COVID-19 – School District Child Care Plan
   - COVID-19 – School District Child Nutrition Plan
   - COVID-19 – School District Continuity of Education Plan

7. For each plan section, click on “View” to begin/continue to input information.



8. LEAs may access any section or page of the application by clicking on one of the links in the Survey Navigation panel. LEAs are not required to complete sections in the order they appear in the survey navigation menu.



9. Districts are required to answer all questions marked with a red asterisk. If a required question has not been completed, the business portal will highlight it in red and the section of the application will be flagged. The applicant will be unable to submit the plan section to NYSED for final review if a required question remains unresolved Please note that districts are NOT REQUIRED to send hard copies of materials to the Department.

10. Each of the three sections of the COVID-19 Plan must be submitted/certified by the Superintendent. The Superintendent is the only administrator with the submit/certify rights necessary to successfully submit and certify a completed application for NYSED review.

11. Please contact the SEDDAS Help Desk at SEDDAS@nysed.gov to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.