

**GUIDELINES**  
**NONPUBLIC SCHOOL MANDATED SERVICES AID**  
**FOR THE 2017-2018 SCHOOL YEAR**

**General Requirements**

**Eligibility** – Any non-profit or not-for-profit nonpublic educational institution which was recognized and functioning as a school for students between the ages of kindergarten through twelfth grade with an equivalent educational program to the public schools during the school year of 2017-18 may file. Institution must have filed a timely BEDS report for that year meeting the requirements of the Office of Information and Reporting Services of the State Education Department

- School must be registered with the NYS Statewide Financial System’s centralized vendor file and be assigned an OSC Vendor ID in order to receive payment from the State Education Department (SED) or any State Agency. Payments will be sent to the payee name and address currently on file in the Office of the State Comptroller (OSC). Changes must be made by the school through the OSC vendor portal at [www.sfs.ny.gov](http://www.sfs.ny.gov) 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 Regional Information Centers (RICs) and SED in order to have test scores on file with the Office of Information and Reporting Services.

**Due Date for submission of 2017-18 School Year claims**-Online claims or paper submissions (M-2 (dm-.9 hw 0tT (ons)4 J 0.16 TJ [(,)5 ( f)-1.9 (undi)-2.1 (ng )5.1 (i)-2 (s)-1 ( )5 must be based on the corresponding school year.



Calculation of Hourly Rates - Hourly Rates must be for the employees providing the mandated service.

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Grade Eight Science Test (GEST) \$145  
NYS English as a Second Language Achievement Test (NYSESLAT) \$110  
\*per teacher  
\*\*per grade level tested

**Science Kits** The costs of test kits will be reimbursed as follows:

- Grade Four Science Test (GFST) \$200, Grade Eight Science Test (GEST) \$250, Regents Earth Science (RE) \$100

## Online Filing

- Schools must have a User ID and Password to use the online system at <http://portal.nysed.gov>. To obtain a User ID, contact the SEDDAS Help Desk at 518 8832 or email [seddas@nysed.gov](mailto:seddas@nysed.gov)
- For online system claims, the Chief Executive Officer or Financial Officer as identified in SEDREF must agree to the online certification statement prior to submission.
- Information entered for each mandate claimed must be saved before proceeding to the next mandate. Schools are encouraged to print and save a copy of the completed applicable mandated screens, as we-2 (hw (F)3 ( mu)2o)TjJTw -2yssbA3 Tw5(s)1 -1 (. (tio))34 T
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the school where the student is enrolled receives the mandated services 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 120 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 2013-14 Student Information Repository System (SIRS) Manual <http://www.p12.nysed.gov/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, and 8 Math, Living Environment, Chemistry, Earth Science and Physics. Schools may choose either a 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 \$110 per calculator. Pupils administered a Common Core Algebra 2/Trigonometry, Common Core Algebra 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 [www.P12.nysed.gov/nonpub](http://www.P12.nysed.gov/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 PreK 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 of 2015-16, principals of nonpublic schools are now 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 2017-school year in the Student Information Reporting System (SIRS). Postsecondary 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: [www.emsc.nysed.gov/irs](http://www.emsc.nysed.gov/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' and a copy of answer sheets. The website for the Office of Curriculum, Assessment and Educational Technology at <http://www.P12.nysed.gov/assessment/> contain the schedules and information about the administration of these tests.
12. Expenditure for Travel Costs to Examination Storage Sites (TSS). Some schools are required to pick up secure examination



<http://www.highered.nysed.gov/kiap/scholarships/sae.htm>

14. Grade Eight Science Test (GEST)The Grade Eight 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. Nonpublic schools must adhere

Bilingual Education. "A highly qualified background" is defined as teachers certified in English as a Second Language, specialized in Special Education or Reading Teachers, and some English Language Arts teachers. In order to enhance the appropriateness 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 (NYSSESLAT, NYSITELL and Regents exams) require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC). The RIC costs required by these tests and the filing of the High School Graduation Report should be added to those for the Regional Scoring Center. Documentation on both the scoring and payments must be

## DEFINITIONS

1. "Administrative" includes administrators, principals, and teachers performing administrative functions.
2. "Classroom Teacher" as a classification includes a homeroom teacher for attendance purposes, those acting as proctors during examination periods, or scoring examinations.
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