



## **Information on How to Submit the CR Part 154 Comprehensive ELL Education Plan (CEEP) and CR Part 154 Data/Information Report:**

When the CEEP becomes available, **the LEA CEO (usually the district superintendent) will receive an email notification** and it will automatically appear in the list of surveys (inbox) after he or she has successfully logged into the SED Monitoring and Vendor Performance System. Other users must be added to the system as an "entitled user" by the CEO or his or her proxy and must have log-in info/user permissions before following the below steps.

1. Go to the [NYSED Application Business Portal](#)