

Report of School Closure and Report of School Re-Opening

Part b of Education Law §15 and [Circ Reg 155.17\(f\)](#), each charter school, county board of cooperative educational services (BOCES) and local educational agency, the charter school district of the City of New York and each charter school shall prepare, disseminate and submit to the Commissioner of Education, the Report of School Closure and the Report of School Re-Opening. The Report of School Closure and the Report of School Re-Opening shall be submitted to the Commissioner of Education by the date specified in the Report of School Closure and the Report of School Re-Opening.

- The date of the school closure shall be the date that the New York State Department of Health declares a COVID-19 outbreak.
- The date of the school re-opening shall be the date that the school resumes operations.
- The date of the school re-opening shall be the date that the school resumes operations.
- The date of the school re-opening shall be the date that the school resumes operations.

Statewide emergency procedures shall be implemented to ensure the safety of students and staff. The Report of School Closure and the Report of School Re-Opening shall be submitted to the Commissioner of Education by the date specified in the Report of School Closure and the Report of School Re-Opening.

The Report of School Closure and the Report of School Re-Opening are available on the SED My Access website at [http://www.nysed.gov/MyAccess](#). If you are unable to access the website, please contact the SED My Access Helpdesk at [\(914\) 629-3600](#).

If you have any questions regarding the Report of School Closure or Report of School Re-Opening, please contact the Office of Student Services at (914) 629-3600 or (914) 629-3601. For more information, please visit [http://www.nysed.gov/MyAccess](#).

Attachment A
How the 2020-21 School Reopening – Instructional Models Report will be accessed on the SED
Myad VedPefano Srybchp he fy sp

The **2020-21 School Reopening – Instructional Models** Report will be accessed on the SED
Myad VedPefano Srybchp he fy sp

Part 155.17(f) - Report of School Closure

The Report of School Closure shall be filed by the Chief Executive Officer of the LEA (school district, BOCES, or charter school) with the State Education Department.

1. On the [NYSED BasPal](#);
2. On the LEA's website;
3. Emailing SEDDAS email address;
4. Under the heading "MyAccount" on the NYSED MyAccount Web Portal;
5. On the "School Closure" page;
6. In the BOCES or the "Report of School Closure" form, which requires the following information:

- school(s) that were closed
- the date of closure and anticipated duration of closure (if known)
- the reason for closure, including any relevant documents, such as a closure order from a county Department of Health
- date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)

When the information is received, the Report of School Closure shall be filed with the State Education Department.