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Schools required nonpublic schools with approved special education programs (853 Schools), State-Operated Schools, State-Supported Schools (4201 Schools), and

following school/site-level information:

- The first calendar day of school for 2020-21;
- The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening plan that was communicated to parents, families, and other stakeholders; and

Special Education or Committees on Preschool Special Education and the applicable relevant school district/county transportation administrator. Furthermore, as per the NYSED guidance

Attachment A

How to Submit the 2020-21 School Reopening – Instructional Models Report in the SED

## Attachment B

### Procedure for providing notification to the Commissioner when closing an ASEP school building due to the COVID-19 pandemic

The ASEP Report of School Closure form must be submitted by the Chief Executive Officer<sup>2</sup> of each ASEP using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your existing SEDDAS username and password;
4. Under the heading “My Applications,” click the link to “SED Monitoring and Vendor Performance System;”
5. Click the link for “School Closure;”
6. In the inbox, CEO’s will see the “ASEP Report of School Closure ” form.

When it is determined it is safe to re-open the school(s), the ASEP Report of School Re-Opening form must be submitted by the Chief Executive Officer of each ASEP using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your existing SEDDAS username and password;
4. Under the heading “My Applications,” click the link to “SED Monitoring and Vendor Performance System;”
5. Click the link for “School Closure;”
6. In the inbox, CEO’s will see the “ASEP Report of School Re -Opening” form.

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov).

If you have questions about the ASEP Report of School Closure or ASEP Report of School Re -Opening, please contact the Office of Special Education at [OSEreopeningplan@nysed.gov](mailto:OSEreopeningplan@nysed.gov).

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<sup>2</sup> The Chief Executive