



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 special education district, the charter school district of the City of New York and each charter school shall file the Report of School Closure and Report of School Re-Opening with the State Department of Education. The Report of School Closure and Report of School Re-Opening shall be filed by the charter school, BOCES or special education district on or before the date specified in the Report of School Closure and Report of School Re-Opening.

- The district shall be necessary high school in the health department of the New York State Department of Health due to a COVID-19 outbreak;
- The district shall be affected by a school closure;
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- The district shall be affected by a school closure.

State Department of Education shall file the Report of School Closure and Report of School Re-Opening with the State Department of Education. The Report of School Closure and Report of School Re-Opening shall be filed by the charter school, BOCES or special education district of the City of New York and each charter school with the State Department of Education.

The Report of School Closure and the Report of School Re-Opening are available on the SED My Access website at [http://www.sea.state.ny.us/MyAccess](#). If you are unable to access the website, please contact the SED My Access Helpdesk at (914) 609-7837.

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Attachment A  
How the 2020-21 School Reopening – Instructional Models Report will be accessed on the SED  
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The **2020-21 School Reopening – Instructional Models** Report will be accessed on the SED  
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Part 155.17(f) of the Regulations of the State Education Department  
Reporting Requirements for School Closures

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. Go to the [NYS ED Website](http://www.nysed.gov);
2. Click on the link "Reporting Requirements for School Closures";
3. Enter the SEDDAS account ID;
4. Under the heading "My Account" click on "NYS ED My Account" and click on "Reporting Requirements for School Closures";
5. Click on "Report School Closure";
6. In the box labeled "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 report is filed, the State Education Department will provide the Report of School Closure to the State Education Department.