

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 Circ 155.17(b) emergency notification with the State Department of Education by the date of the Report of School Closure. ^{1, 2} This period shall be

- Charter schools shall be required to file the Report of School Closure with the State Department of Education by the date of the Report of School Closure.
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State Department of Education shall be required to file the Report of School Closure with the State Department of Education by the date of the Report of School Closure. The Report of School Closure and the Report of School Re-Opening are available on the SED My Access website at [http://www.sedeasy.com](#). If you are unable to access the website, please contact the SED My Access Helpdesk at (914) 353-7373.

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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
Section 87(2)(b) of the Education Law

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

1. Go to the [NYS ED Website](http://www.nysed.gov);
2. Click on the link "School Closures";
3. Enter the SEDDAS account ID;
4. Under the heading "My Account" click on "SED My Account" and click on "School Closures";
5. Click on "New 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 submitted to the State Education Department, the Report of School Re-