



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 school district on or before the date specified in the Report of School Closure and Report of School Re-Opening.

- The school shall be notified by the State Department of Education of any health department order or advisory issued by the State Department of Health due to a COVID-19 outbreak.
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The Report of School Closure and the Report of School Re-Opening are available on the SED My Access Site at [www.nysed.gov](#) in the NYSED Base System. If you are unable to access the site, please contact the SED My Access Site Helpdesk at [myaccess@nysed.gov](mailto:myaccess@nysed.gov).

If you are unable to access the SED My Access Site, please contact the SED My Access Site Helpdesk at [212-518-0600](tel:2125180600) or [myaccess@nysed.gov](mailto:myaccess@nysed.gov). For more information, please visit [www.nysed.gov](https://www.nysed.gov).

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) - 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. Email 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 State Education Department will post the Report of School Closure on the NYSED website.